

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP3-402

☐ Other ☐ Amendment Number:Contract Number  
EP-W-08-036Contract Period 05/05/2008 To 05/04/2013  
Base Option Period Number 3Title of Work Assignment/SF Site Name  
Management/Support Sub JContractor  
SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW

Purpose: ☒ Work Assignment ☐ Work Assignment Close-Out  
☐ Work Assignment Amendment ☐ Incremental Funding  
☐ Work Plan Approval

Period of Performance

From 05/05/2012 To 05/04/2013

## Comments:

This is a Work Assignment Initiation for Option Period 3 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.

☐ Superfund

Accounting and Appropriations Data

☒ Non-SuperfundSFO  
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period: 05/05/2008 To 05/04/2013 Cost/Fee: LOE: 0

This Action: 1,330

Total: 1,330

## Work Plan / Cost Estimate Approvals

Contractor WP Dated: Cost/Fee: LOE:

Cumulative Approved: Cost/Fee: LOE:

Work Assignment Manager Name Nick Nichols

Branch/Mail Code:

Phone Number 202-564-1970

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name Manuela Meyer

Branch/Mail Code:

Phone Number: 202-564-1628

FAX Number: 202-565-2557

(Signature)

(Date)

Contracting Official Name Lynette Gallion

Branch/Mail Code:

Phone Number: 202-564-4463

FAX Number:

(Signature)

(Date)

**Contract No: EP-W-08-036**  
**Work Assignment: 402**  
**Option Year #3**

**Work Assignment  
Statement of Work  
2012-2013**

**I. Title - Management and Support for the National Contingency Plan - Subpart J Product Schedule**

**II. Work Assignment Manager**

William Nichols  
USEPA OSWER OEM RPDD  
MC 5104A  
1200 Pennsylvania Ave. NW  
Washington, DC 20460  
Telephone: (202) 564-1970  
Fax: (202) 564-2625  
Email: [Nichols.nick@epa.gov](mailto:Nichols.nick@epa.gov)

**III. Level of Effort**

The estimated LOE for this work assignment is **1,330** hours. The Contractor shall not exceed the estimated LOE/\$ amount in the final approved work plan. Any increase must be initiated through a formal work assignment amendment.

**IV. Period Of Performance**

Work Assignment CO Approval to May 4, 2013

**V. Scope of Work**

**Task A-1: Develop Work Plan**

Within 21 calendar days after receipt of this work assignment, the contractor shall submit its proposed work plan. The work plan shall include a description of the contractor's technical approach for accomplishing this work assignment, identification of all potential data sources and methods for analysis, and a detailed technical and staffing plan. The work plan shall also include a schedule of deliverables.

**Task 1: National Contingency Plan Subpart J - Technical Support**

The contractor shall provide analytical support and evaluation of vendor product submissions. Contractor shall review product submittals in a timely and accurate manor (**Evaluations are generally due 5 business days from receiving TDF**). Evaluations shall include technical review of toxicity and effective test data, ingredients of products and their application information that need to be examined (or provided by vendor if missing from original application) before listing a product. Contractor shall assume 45 product submittals a year. Evaluations are not more than 1 page in length. At least half the

submittals may require more than one evaluation as vendor supplies further required information during the listing process. Details for task per TDF.

The contractor shall collect existing technical background information to support EPA in the development of Subpart J related outreach information for regulated community and other interested parties, such as fact sheets (3-4 pages) and pamphlets/brochures (3-4 pages). Contractor shall assume 6 such documents during the period of performance. This information will be based on the NCP final rule for the dispersant effectiveness test, bioremediation efficacy protocol, sorbent certification statement, and Regional Response Teams product preauthorization plans. A TDF will give detail of the outreach materials.

The contractor shall provide analytical support for EPA's preparation of technical amendments and notices that reflect post-regulatory Agency decisions regarding dispersants and bioremediation testing, and other spill countermeasures. If necessary, the contractor shall prepare technical background documents (TBD) for the proposed and final notice, as well as preparing a comment and response document and the Administrative record for the proposed and final amendment/notice. Anticipate reports to be no more than 20 pages in length. Contractor shall assume 3 such documents during the period of performance. A TDF will give further details.

The contractor shall retrieve and process designated Product Schedule inquiries from the Information Line. The information line is not a staffed hotline, but a voicemail service maintained by EPA. The contractor shall check the voicemail service by COB each day. Contractor response to voice mails shall state that the service is being provided by a contractor not EPA. The contractor shall screen these inquiries on a daily basis, and will address routine calls directly with the person requesting the information. Technical requests and their responses will be reported to the WAM once a month. The WAM will be informed of any inquiries that require an interpretation of EPA policy as the request come in but no later than the next business day. Contractor should expect 25 or more calls per month.

If requested by the WAM, the Contractor will be asked to assist in compiling the EPA's contribution to the Yearly Multi – Agency Oil Research and Development Report to Congress and/or other technical tasks such as data review or compilations dealing with the Product Schedule and Oil Research and Development. Details for research related tasks will be included in the TDF.

## **Task 2: Meeting Support**

The contractor shall submit draft technical summaries of workgroup and other meetings to the WAM. The contractor shall prepare background information for presentations and papers given at conferences, workshops, and meetings regarding OPA implementation outreach activities and Subpart J of the National Contingency Plan. This is an ongoing effort that will not be completed until the WA expires. A due date and work/schedule under this activity will be specified in greater detail and confirmed by a TDF as announcements are received and reviewed by the WAM. The WAM will provide at least two weeks notice to contractor before background information is due. The contractor shall provide technical summaries of this information to the WAM within 7 days of attendance, for review and approval. Each conference attended will be determined when conference announcements are received and reviewed by the WAM. The WAM will notify the contractor of attendance, location and time of each conference at least one week in advance via TDF.

## **VI. Deliverables**

The contractor shall provide monthly progress reports to the WAM highlighting accomplishments and findings, and identifying actual or potential problem areas or issues. At the direction of the WAM, deliverables will be hard copy and/or in Word, HTML Web Ready Document, a spreadsheet program, a database program, and/or CD-ROM, as needed.

The deliverables are due as follows. The contractor shall provide electronic copies of all drafts and final deliverables as well as associated work processing files compatible with OEM software (WORD), in Times Roman font unless otherwise directed by the WAM.

The Schedule of Deliverables below is also applicable to the NCP Subpart J rulemaking.

The dates for the following deliverables will be based on the following schedule:

<u>Deliverable</u>	<u>Time for Delivery</u>
Task 1	<p>A due date and work/schedule under this activity will be specified in greater detail and confirmed by a Technical Direction Form (TDF). Deliverables will not be due until at least 1 week after issuance of the TDF.</p> <p>Currently EPA receives an average of 1-2 requests a month from vendors wishing to have their products evaluated for possible listing on the Product Schedule. Preliminary evaluation of product submittals will be one week after issuance of TDF.</p>
Task 2	TBD by WAM on the TDF

## QUALITY ASSURANCE

Performance under this work assignment requires the contractor to prepare a Quality Assurance Project Plan (QAPP) to be included as part of the work assignment. The contractor shall submit a QAPP with its work plan in accordance with *EPA Requirements for Quality Assurance Project Plans (QA/R-5)* found here: <http://www.epa.gov/QUALITY/qs-docs/r5-final.pdf>. The contractor's QAPP must be approved by the Work Assignment Manager (WAM) and Quality Assurance Manager. Following approval of the contractor's work plan and QAPP, the contractor shall perform all tasks under this work assignment in accordance with the quality standards established in the QAPP.

## GOVERNMENT PRINTING

Performance under this work assignment calls for printing or duplication that exceeds the maximum limitations described in EPAAR 1552.208-70-*Printing*. Any printing or duplication called for under this work assignment in excess of those limits must be performed by EPA's Print Shop or by the Government Printing Office (GPO). The contractor shall coordinate with the Work Assignment Manager (WAM) on all printing or duplication to be completed by EPA's Print Shop or the GPO.

## SURVEY MANAGEMENT

Performance under this work assignment requires the contractor to create statistical surveys, perform data collection, use questionnaires, or perform statistical analysis of survey data. The contractor shall prepare its work plan and perform these tasks in accordance with the *EPA Survey Management Handbook* found here:

<http://www.epa.gov/oamcinc1/0710295/attach12.pdf>.

### GREEN MEETINGS AND CONFERENCES

Performance of this work assignment requires the contractor to perform meeting or conference support services. In performing those services and when setting up meetings and conferences, the contractor shall follow the goals of *EPA's Green Meetings / Conferences Imitative* found here: <http://www.epa.gov/oppt/greenmeetings/index.htm>.

### COMMUNICATIONS PRODUCTS

Performance under this work assignment requires the contractor to develop deliverables that are considered by EPA to be "Communications Products". The contractor shall develop Communications Products in accordance with *EPA's Policy and Implementation Guide for Communications Product Development and Approval* found here:

<http://www.epa.gov/productreview/guide/index.html>.

Additionally, if Communications Products require the use of EPA graphics, logos, or other identifiable materials, the Communications Products are further subject to the standards in *EPA's Visual and Product Standards Graphics Manual* found here:

<http://wedcor.cor.epa.gov/pages/TIM/VisualIdentity-6-19-07.pdf>.

### GOVERNMENT PRINTING

Performance under this work assignment calls for printing or duplication that exceeds the maximum limitations described in EPAAR 1552.208-70-*Printing*. Any printing or duplication called for under this work assignment in excess of those limits must be performed by EPA's Print Shop or by the Government Printing Office (GPO). The contractor shall coordinate with the Work Assignment Manager (WAM) on all printing or duplication to be completed by EPA's Print Shop or the GPO.

## **VII. Travel**

Performance under this work assignment requires travel. The contractor shall conduct local and Continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found here: [www.gsa.gov/ftr](http://www.gsa.gov/ftr). The contractor shall conduct Outside the Continental United States (OCONUS) travel in accordance with DoD's Joint Travel Regulations found here: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The contractor shall adhere to the requirements of Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this work assignment.

The contractor shall be required to travel under this work assignment. Meetings are anticipated in the Washington, DC area and EPA regions (for other conferences) it is anticipated one person will attend for 3-5 days. Any non-local travel directly chargeable to this work assignment must be submitted to and approved by the contracting officer. For cost estimate purposes, plan on one trip to Henderson NV (5 days).

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number OP3-402 <input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-W-08-036	Contract Period   05/05/2008 To   05/04/2013 Base                      Option Period Number    3	Title of Work Assignment/SF Site Name Management/Support Sub J								
Contractor SYSTEMS RESEARCH AND APPLICATIONS CORPORATION		Specify Section and paragraph of Contract SOW								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval		Period of Performance From 05/05/2012 To 05/04/2013								
Comments: Approval of the contractor's work plan and cost estimate dated May 29, 2012 for \$137,570.45 and LOE of 1330 hours.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) <span style="border: 1px solid black; padding: 2px;">22</span> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		05/05/2008 To 05/04/2013		Cost/Fee: \$0.00		LOE:				
This Action:		\$137,570.45								
Total:		\$137,570.45								
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		05/29/2012		Cost/Fee: \$137,570.45		LOE: 1,330				
Cumulative Approved:				Cost/Fee: \$137,570.45		LOE: 1,330				
Work Assignment Manager Name   Nick Nichols						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number   202-564-1970				
Project Officer Name   Portia Perry						FAX Number:				
_____ (Signature)                      (Date)						Branch/Mail Code:				
Other Agency Official Name						Phone Number: 202-564-2285				
_____ (Signature)                      (Date)						FAX Number:				
Contracting Official Name   Lynette Gallion						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-564-4463				
						FAX Number:				

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP3-404

☐ Other ☐ Amendment Number:

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 05/04/2013

Base

Option Period Number 3

Title of Work Assignment/SF Site Name

Support for EPCRA, CAA and CSI

Contractor

SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☒

Work Plan Approval

Period of Performance

From 05/05/2012 To 05/04/2013

Comments:

Approval of the contractor's revised work plan and cost estimate dated June 26, 2012 for \$581,671.54 and LOE of 3940 hours.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO  
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

05/05/2008 To 05/04/2013

Cost/Fee: \$0.00

LOE:

This Action:

\$581,671.54

Total:

\$581,671.54

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

06/26/2012

Cost/Fee: \$581,671.54

LOE: 3,940

Cumulative Approved:

Cost/Fee: \$581,671.54

LOE: 3,940

Work Assignment Manager Name Sicy Jacob

Branch/Mail Code:

Phone Number 202-564-8019

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

(Signature)

(Date)

FAX Number:

Contracting Official Name Lynette Gallion

Branch/Mail Code:

Phone Number: 202-564-4463

FAX Number:

(Signature)

(Date)



**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP3-404

☐ Other ☐ Amendment Number:

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 05/04/2013

Base

Option Period Number 3

Title of Work Assignment/SF Site Name

Support for EPCRA, CAA and CSI

Contractor

SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 05/05/2012 To 05/04/2013

Comments:

This is a Work Assignment Initiation for Option Period 3 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO  
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 0

05/05/2008 To 05/04/2013

This Action:

3,940

Total:

3,940

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Sicy Jacob

Branch/Mail Code:

Phone Number 202-564-8019

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name Manuela Meyer

Branch/Mail Code:

Phone Number: 202-564-1628

FAX Number: 202-565-2557

(Signature)

(Date)

Contracting Official Name Lynette Gallion

Branch/Mail Code:

Phone Number: 202-564-4463

FAX Number:

(Signature)

(Date)

5/3/2012

CONTRACT NO: EP-W-08-036

WORK ASSIGNMENT NO: 404 (Option Year III)

AMENDMENT NO:

WORK ASSIGNMENT TITLE: **Support for EPCRA, CAA and CSISSFRRRA Regulatory Activities**

WORK ASSIGNMENT MANAGER: Sicy Jacob  
Office of Emergency Management  
Mail Code: 5104A  
Phone: (202) 564-8019

ALTERNATE WORK ASSIGNMENT MANAGER: Jim Belke  
Office of Emergency Management  
Mailcode: 5104A  
Phone: (202) 564-8023

PROJECT OFFICER: Portia Perry  
Phone: 202/564-2285

### **BACKGROUND**

Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA), also known as the Emergency Planning and Community Right-to-know Act of 1986 (EPCRA), established a program to encourage state and local planning and preparedness for spills or releases of extremely hazardous substances. The program also provides the public and local governments with information concerning chemical releases and the potential chemical risks in their communities. EPCRA created requirements regarding planning and preparedness for chemical emergencies, and public access to information concerning potential chemical hazards. Under these provisions, the U.S. Environmental Protection Agency (EPA) promulgated reporting and emergency planning regulations.

Section 112(r) of the Clean Air Act (CAA) amendments of 1990 includes provisions for the development of accidental release prevention requirements for hazardous chemicals. Under these provisions, the U.S. Environmental Protection Agency (EPA) promulgated regulations ("RMP" regulations) for the prevention and detection of accidental releases of listed regulated substances and for response to such releases by the owners and operators of the sources of such releases. These regulations and technical guidance documents include the preparation, registration, and audit of risk management plans. These plans consist of: 1) a hazard assessment; 2) a prevention program; and 3) an emergency response program. EPA also promulgated a List

of Regulated Substances and Thresholds (the List Rule) and the requirements for the petition process for additions to, or deletions from, the list of regulated substances.

As a result of concerns with the dissemination of portions of the Risk Management Plans, the "Chemical Safety Information, and Site Security and Fuels Regulatory Relief Act (CSISSFRRRA)" was passed on August 5, 1999. CSISSFRRRA exempts and limits public access to the restricted portions of the Risk Management Plans for at least one year while the federal government assesses both the risks of posting the information on the Internet and the chemical safety benefits of providing public access to the information. Based on these assessments, the federal government issued regulations governing distribution of the information. The Office of Emergency Management (OEM) is responsible for designing and implementing these efforts.

### **PURPOSE AND OBJECTIVES**

The purpose of this work assignment is to provide support, both technical and programmatic, for the regulatory implementation activities conducted under EPCRA, CAA and CSISSFRRRA. This includes support to regulatory development activities such as conducting cost/benefit analyses, providing support to develop summary and response to comments documents, providing technical support for developing Agency responses and interpretations to questions the regulated community or implementing agencies may have on the regulations, as well as analysis of technical and policy issues for formal technical amendments or corrections needed. The contractor may also provide support to develop and deliver training materials for EPCRA and RMP regulations. This work assignment will provide support for review of petitions for chemicals subject to the regulations under section 112(r) of CAA and EPCRA. The contractor may also conduct any necessary analytical and acute toxicity studies of chemicals to support the regulatory decision process for chemicals listed under EPCRA and CAA 112(r), or conduct analyses and prepare reports or topical studies related to chemical risk information. This work assignment will also provide support to develop new EPA technical guidance documents related to EPCRA or CAA section 112(r) or to revise existing ones. The work assignment also supports training for EPCRA and CAA section 112(r) inspectors and stakeholders. The contractor may also develop information to support inspection targeting, provide on-site and off-site technical support to facility audits and inspections, procure codes and standards needed to support inspections and inspection training, and conduct analysis and develop lessons-learned from completed audit and inspection reports. As directed, the contractor will also provide support to development of compliance assistance and outreach materials related to any of the above objectives.

### **CONTRACT STATEMENT OF WORK (SOW) REFERENCE**

This work is authorized under Statement of Work for contract # EP-W-08-036.

### **CONTRACTOR REQUIREMENTS**

#### **Task 1**

The Contractor shall prepare a work plan that includes a detailed technical and staffing plan as well as a detailed cost estimate. The work plan shall also include a description of the level of effort necessary to complete the work identified in the work assignment.

### **Deliverables and schedules under Task 1**

Work plan and budget shall be submitted within 15 days of receipt of work assignment.

### **Task 2**

The contractor shall provide support in preparing materials and supporting documents for publication of proposed and final Agency rulemaking notices under EPCRA, CAA and CSISSFRRRA. These shall include materials and documents such as: options papers, summary and responses to comments, cost/benefit analyses, and technical background documents. Specific requirements for these materials and supporting documents shall be provided by the WAM through written Technical Direction Form.

The contractor shall prepare materials and supporting documents for publication of a proposed or final Agency position on any petitions or Agency initiated efforts to delete/add chemicals, change reporting thresholds or toxic endpoints for the list of regulated substances under EPCRA and section 112(r) of CAA. These shall include materials and documents such as: literature searches, options papers, responses to petition arguments, cost/benefit analyses, and technical background documents. The contractor shall also provide support for conducting toxicity studies to determine if the chemicals meet the criteria for listing under CAA section 112(r) and EPCRA. Specific requirements for these materials and supporting documents shall be provided by the WAM through written Technical Direction Forms.

The contractor shall provide support, including modeling, research and analyses, and development of drafts as necessary, to update or revise existing EPA guidance materials (e.g., Offsite Consequence Analysis Guidance, RMP General Guidance, RMP industry sector guidance, fact sheets, etc.) and to prepare new guidance materials, fact sheets, safety alerts and other outreach materials as appropriate. Such support may include converting documents into standard Internet-ready formats.

### **Deliverables and schedules under Task 2**

The contractor shall prepare and submit any materials and supporting documents according to the schedule submitted by the WAM as part of Technical Directives.

### **Task 3**

The contractor shall provide support to develop, revise, and deliver training curricula and

materials for RMP and EPCRA inspectors and other government officials or stakeholders involved in EPCRA and RMP implementation. As directed, the contractor may also develop regulatory training courses tailored to specific stakeholder groups, and prepare training and compliance assistance information and publications related to EPCRA and CAA Section 112(r). Under this task, the contractor may also facilitate workgroup meetings and training courses which may require long distance travel. The contractor may be requested to provide support for up to eight training courses and workgroup meetings for RMP and EPCRA during this contract period, including the following (dates are approximate):

<u>Dates/Locations:</u>	<u>Training:</u>	<u># of Contractor Personnel:</u>	<u>Travel Days/ Person:</u>
May 2012: Kansas City	RMP Inspector	1	5
Jun – Jul 2012: Seattle	RMP Refinery	3	5
Aug – Sep 2012: Philadelphia	RMP Mech. Integrity/ Codes/Standards Course	3	5
Oct – Nov 2012: Dallas	RMP Ammonia Refrigeration	3	5
Feb – March 2013: Atlanta	RMP Inspector	2	5
April – May 2013: Houston	RMP Inspector	1	5
April – May 2013: San Francisco	RMP Inspections at Ammonia Refrigeration Facilities	3	5

Additional RMP or EPCRA training courses as directed by WAM, date TBD.

If directed by the WAM, the contractor may be tasked to support a work group meeting for development of the EPCRA On-Line Training course.

Contractor shall complete development of the EPCRA on-line training course. After completion of the EPCRA On-Line Training course, the contractor may be tasked to support development of RMP Inspector On-Line Training course.

The contractor may also be tasked to procure consensus codes and standards needed to support training courses, as directed by the WAM.

### **Deliverables and schedules under Task 3**

The contractor shall prepare and submit any training materials, compliance assistance information, publications, and supporting documents according to the schedule submitted by the WAM as part of Technical Directives.

### **Task 4**

The contractor shall prepare support material for issues, both technical and

programmatic, that are raised by the regulated community on EPCRA, CAA and CSISSFRRRA regulations. The Contractor shall provide an initial assessment of the issues raised by the regulated community/implementing agencies and advise the EPA WAM on possible responses, consistent with the regulation, preamble, guidance or response to comments documents.

#### **Deliverables and schedules under Task 4**

The contractor shall prepare and submit any materials and supporting documents according to the schedule submitted by the WAM as part of Technical Directives.

#### **Task 5**

The contractor shall provide on-site and off-site technical support for RMP and EPCRA facility inspections and audits, develop information to support inspection targeting, and conduct analysis and develop lessons-learned from completed audit and inspection reports as directed by the WAM. As directed, the contractor will also provide support to the development of compliance assistance and outreach materials related to regulatory implementation. Under this task, the contractor may also be required to purchase consensus codes and standards and conduct long distance travel in support of audits and inspections at regulated facilities in accordance with outlined schedule under task 2. The contractor and appropriate subcontractors may be required to obtain clearance for access to Confidential Business Information (CBI) under this task. If directed by the WAM, the contractor shall follow EPA regulations and OEM policy guidance in obtaining access to and handling CBI.

#### **Deliverables and schedules under Task 5**

The contractor shall develop any information and analyses or perform on-site audit/inspection support according to the schedule submitted by the WAM as part of Technical Directives.

#### **Task 6**

The contractor shall provide logistical support for meetings and webinars scheduled by the Agency to implement EPCRA, CAA and CSISSFRRRA. Meetings/webinars may include policy workshops, conferences and symposia, implementing agency working meetings, and public or stakeholder group meetings to discuss regulatory issues. This support will include activities such as preparation and distribution of meeting materials, maintenance of mailing lists, recording meeting discussions, meeting facilitation, and preparing meeting summaries. These materials will depend on the issues being addressed at the time, and could include activities such as data gathering, technical calculations and modeling, and policy/option evaluations to assist the Agency in its decision making process. The WAM will provide the contractor with Technical Directives specifying the nature of the meeting materials to be distributed.

#### **Deliverables and schedules under Task 6**

Meeting materials shall be distributed 10 days prior to the scheduled meeting date. The mailing list shall be updated to reflect information provided by the WAM within 5 days of the information being submitted to the contractor. The contractor shall attend issue meetings to record discussions. The contractor shall provide a draft summary of the meeting within 10 days of the meeting date, with a final meeting summary reflecting WAM comments 10 days after those comments are submitted. Any further revisions to meeting summaries shall be completed within 10 days of the WAM providing additional comments.

#### **Task 7**

The contractor shall perform analyses of RMP, EPCRA, NRC and other available data in order to identify RMP non-filers, identify RMP deficiencies, perform sector analyses, perform accident history or release trend analysis, and other analytical tasks as directed by the WAM. The contractor will prepare analytical reports or studies as directed by the WAM.

#### **Task 8**

The contractor shall conduct any necessary analytical and acute toxicity studies of chemicals to support the regulatory decision process for the Extremely Hazardous Substance list or Risk Management Program chemical list. The contractor will develop a testing protocol, subject to EPA review. The contractor shall follow established analytical procedures to include, but not limited to, purity, homogeneity and stability of the chemical being tested. The contractor shall follow approved EPA guidelines for mammalian animal testing by the oral, inhalation or dermal routes to determine either the median lethal dose at 50% mortality (LD50), median lethal concentration at 50% mortality (LC50), the lethal dose low (LDLO) or the lethal concentration low (LCLO). Such testing shall follow Good Laboratory Practices to ensure quality control of the testing and the test results. As directed by the WAM, the contractor shall also conduct analyses and prepare reports or topical studies related to chemical risk information.

#### **Task 9**

##### **Quick Response Task (QRT)**

Contractor assistance is required to provide support to EPA in the development of materials for EPCRA, CAA RMP and CSISSFRRRA programs and regulations for distribution to Regions, States, State Emergency Response Commissions, Local Emergency Planning Committees, industry, or other groups. This may include, for example, assistance in the preparation of materials for presentation at Workshops, or rapid analysis of an issue raised on a regulation or guidance that will be addressed at an upcoming public meeting or Workshop. The Contractor may be called upon to provide technical input or policy analysis of a regulatory interpretation. Each task within the WA may require quick turn-around. QRT will be identified via issuance of Technical Directives, only if QRT's fall within budget of Work Assignment.

## **SCHEDULE AND DELIVERABLES**

See each individual task.

## **LEVEL OF EFFORT**

The estimated LOE for this work assignment is 3,940 hours. The Contractor shall not exceed the estimated LOE/\$ amount in the final approved work plan. Any increase must be initiated through a formal work assignment amendment.

## **PERIOD OF PERFORMANCE**

The period of performance of this work assignment is from CO Approval through 05/04/13.

## **CONTRACT PROVISIONS AND STIPULATIONS**

Work on this work assignment shall comply with all provisions and stipulations in the contract, including the following:

## **CONTRACTOR COMMUNICATIONS**

Upon receipt of the work assignment, the Contractor shall contact the EPA Work Assignment Manager (WAM) to review the Scope of Work (SOW) and desired outcome. This communication shall take place prior to the Contractor's submission of the final work plan.

Upon approval of the work plan, the Contractor shall maintain at least weekly communications with the WAM regarding the status of work on the work assignment.

## **TECHNICAL DIRECTION**

In accordance with EPAAR 1552.237-71-*Technical Direction*, the Work Assignment Manager (WAM) will provide Technical Direction during performance of this Work Assignment.

Technical direction includes:

- (1) Instruction to the contractor that approves approaches, solutions, designs, or refinements; fills in details; completes the general description of work; shifts emphasis among work areas or tasks; and
- (2) Evaluation and acceptance of reports or other deliverables.

Technical Direction must be within the scope of the contract-level SOW. The WAM does not have the authority to issue Technical Direction which:

- (1) Requires additional work outside the scope of the contract or Work Assignment;
- (2) Constitutes a change as defined in the "Changes" clause;
- (3) Causes an increase or decrease in the estimated cost of the contract or Work Assignment;
- (4) Alters the period of performance of the contract or Work Assignment; or



(5) Changes any of the other express terms or conditions of the contract or Work Assignment.

Technical Direction will be issued in writing by the WAM, or confirmed by the WAM in writing within five (5) calendar days after oral issuance.

### CONFLICT OF INTEREST

The Contractor shall identify in the work plan whether any apparent, potential, or actual conflicts of interest exist for any part of the work assignment. If conflicts exist, the Contractor shall list those conflicts and state how they propose to neutralize or mitigate the conflicts. If no conflicts exist, the Contractor shall state that no conflicts exist.

### CONFIDENTIAL BUSINESS INFORMATION (CBI)

Performance under this work assignment requires the contractor to be provided with Confidential Business Information (CBI). The contractor shall consider the requirement to be provided with CBI in its work plan to ensure safeguards and controls of all CBI received are maintained. In accordance with EPAAR 1552.235-80 – *Access to Confidential Business Information*, the contractor shall not have access to CBI submitted to EPA under any authority until the contractor obtains from the Project Officer a certification that the EPA has followed all necessary procedures under 40 CFR part 2, subpart B (and any other applicable procedures), including providing, where necessary, prior notice to the submitters of disclosure to the contractor.

### SURVEY MANAGEMENT

Performance under this work assignment requires the contractor to create statistical surveys, perform data collection, use questionnaires, or perform statistical analysis of survey data. The contractor shall prepare its work plan and perform these tasks in accordance with the *EPA Survey Management Handbook* found here: <http://www.epa.gov/oamcinc1/0710295/attach12.pdf>

### QUALITY ASSURANCE

Performance under this work assignment requires the contractor to prepare a Quality Assurance Project Plan (QAPP) to be included as part of the work assignment. The contractor shall submit a QAPP with its work plan in accordance with *EPA Requirements for Quality Assurance Project Plans (QA/R-5)* found here: <http://www.epa.gov/QUALITY/qs-docs/r5-final.pdf>. The contractor's QAPP must be approved by the Work Assignment Manager (WAM) and Quality Assurance Manager. Following approval of the contractor's work plan and QAPP, the contractor shall perform all tasks under this work assignment in accordance with the quality standards established in the QAPP.

### TRAVEL

Performance under this work assignment requires travel. The contractor shall conduct local and

Continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found here: [www.gsa.gov/fttr](http://www.gsa.gov/fttr). The contractor shall conduct Outside the Continental United States (OCONUS) travel in accordance with DoD's Joint Travel Regulations found here: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The contractor shall adhere to the requirements of Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this work assignment.

#### GREEN MEETINGS AND CONFERENCES

Performance of this work assignment requires the contractor to perform meeting or conference support services. In performing those services and when setting up meetings and conferences, the contractor shall follow the goals of *EPA's Green Meetings / Conferences Initiative* found here: <http://www.epa.gov/oppt/greenmeetings/index.htm>.

#### COMMUNICATIONS PRODUCTS

Performance under this work assignment requires the contractor to develop deliverables that are considered by EPA to be "Communications Products". The contractor shall develop Communications Products in accordance with *EPA's Policy and Implementation Guide for Communications Product Development and Approval* found here: <http://www.epa.gov/productreview/guide/index.html>.

Additionally, if Communications Products require the use of EPA graphics, logos, or other identifiable materials, the Communications Products are further subject to the standards in *EPA's Visual and Product Standards Graphics Manual* found here: <http://wedcor.cor.epa.gov/pages/TIM/VisualIdentity-6-19-07.pdf>.

#### EXPENDITURE OF FUNDS/HOURS

In addition to the requirements of the contract, the Contractor shall notify the WAM when 75% of funds and/or hours for this work assignment have been expended.

The Contractor shall not exceed either the dollar or professional labor hour budget of a work assignment without written approval from the CO.

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP3-405

☐ Other ☐ Amendment Number:Contract Number  
EP-W-08-036

Contract Period 05/05/2008 To 05/04/2013

Title of Work Assignment/SF Site Name

Base Option Period Number 3

Support for NPPD's Int. Acts.

Contractor  
SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW

Purpose: ☐ Work Assignment ☐ Work Assignment Close-Out  
☐ Work Assignment Amendment ☐ Incremental Funding  
☒ Work Plan Approval

Period of Performance

From 05/05/2012 To 05/04/2013

## Comments:

Approval of the contractor's work plan and cost estimate dated May 25, 2011 for \$170,645.16 and LOE of 2050 hours.

☐ Superfund

## Accounting and Appropriations Data

☒ Non-Superfund

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

SFO  
(Max 2)

22

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period: 05/05/2008 To 05/04/2013 Cost/Fee: \$0.00 LOE:

This Action: \$170,645.16

Total: \$170,645.16

## Work Plan / Cost Estimate Approvals

Contractor WP Dated: 05/25/2012 Cost/Fee: \$170,645.16 LOE: 2,050

Cumulative Approved: Cost/Fee: \$170,645.16 LOE: 2,050

Work Assignment Manager Name Beatriz Oliveira

Branch/Mail Code:

Phone Number 202-564-2080

FAX Number:

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

Contracting Official Name Lynette Gallion

Branch/Mail Code:

Phone Number: 202-564-4463

FAX Number:

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP3-405

☐ Other ☐ Amendment Number:Contract Number  
EP-W-08-036Contract Period 05/05/2008 To 05/04/2013  
Base Option Period Number 3Title of Work Assignment/SF Site Name  
Support to NPPD's Int. ActiviContractor  
SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW

Purpose: ☒ Work Assignment ☐ Work Assignment Close-Out  
☐ Work Assignment Amendment ☐ Incremental Funding  
☐ Work Plan Approval

Period of Performance

From 05/05/2012 To 05/04/2013

## Comments:

This is a Work Assignment Initiation for Option Period 3 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.

☐ Superfund

Accounting and Appropriations Data

☒ Non-SuperfundSFO  
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 6)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period: 05/05/2008 To 05/04/2013 Cost/Fee: LOE: 0

This Action: 2,050

Total: 2,050

## Work Plan / Cost Estimate Approvals

Contractor WP Dated: Cost/Fee: LOE:

Cumulative Approved: Cost/Fee: LOE:

Work Assignment Manager Name Beatriz Oliveira

Branch/Mail Code:

Phone Number 202-564-2080

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name Manuela Meyer

Branch/Mail Code:

Phone Number: 202-564-1628

FAX Number: 202-565-2557

(Signature)

(Date)

Contracting Official Name Lynette Gallion

Branch/Mail Code:

Phone Number: 202-564-4463

FAX Number:

(Signature)

(Date)

## WORK ASSIGNMENT STATEMENT OF WORK

**WORK ASSIGNMENT NUMBER:** Option Period III- 405

**WORK ASSIGNMENT TITLE:** *Support for NPPD's International Planning and Preparedness Activities.*

**CONTRACTOR:** SRA

**CONTRACT NUMBER:** EP-W-08-036

**WORK ASSIGNMENT MANAGER:**

Beatriz M. Oliveira

Email: oliveira.beatriz@epa.gov

Mail Code: 5104A

Phone: (202) 564-2080

Fax: (202) 564-2620

**ALTERNATE WA MANAGER:**

Craig Beasley

Email : beasley.craig@epa.gov

Mail Code : 5104A

Phone: (202) 564-2087

Fax: (202) 564-2620

**PERIOD OF PERFORMANCE:** CO Approval through 05/04/13

**LEVEL OF EFFORT**

The estimated level of effort (LOE) for this work assignment is 2050 hrs. The contractor shall not exceed the estimated LOE/\$ amount in the final approved work plan. Any increase must be initiated through a formal work assignment amendment.

**BACKGROUND:**

Annex II of the 1983 La Paz agreement establishes cooperative measures for preparing and responding to oil and hazardous substance incidents along the Mexico-United States (U.S.) inland border. The La Paz Agreement also requires a Joint Contingency Plan (JCP) which was developed in 1988, signed in 1999, updated and finalized on September 2008. The Mexico-U.S. JCP has provided the foundation for the 15 Sister City Binational Emergency Response Plans that have been developed over the last several years. The Emergency Preparedness and Response Border-Wide Workgroup (BWWG) was created to coordinate and implement Border 2012's Goal #5 and its three objectives.

The Emergency Preparedness and Response workgroup is co-chaired by U.S. EPA's Office of Emergency Management (OEM), Mexico's Procuraduría Federal de Protección al Ambiente (PROFEPA-Office of the Federal Attorney General for Environmental Protection), and Secretaría de Gobernación, Dirección General de Protección Civil (Mexico's Office of Civil Protection). The Joint Response Team (JRT), another La Paz Agreement requirement, is also co-chaired by Mexico's PROFEPA, Protección Civil, and U.S. EPA's OEM. Additional JRT partners include representatives from other U.S. and Mexican federal agencies, including state, Tribal and local offices responsible for emergency prevention, preparedness, and response in the border area. The BWWG essentially functions as the steering committee of the Joint Response Team (JRT).

OEM also has a bilateral cooperative program to protect human health and the environment along the U.S.-Canada border. The extensive border and the considerable and diverse geography of the ecosystems shared by the two countries requires close cooperation among many U.S. states, Canadian provinces, U.S. tribes, First Nations, and local and federal governments. Many of the activities described under Task 1, are spearheaded by OEM or EPA's regional offices, state and local governments or Native American tribes. One of these many collaborative initiatives is the Canada-US Joint Inland Pollution

Contingency Plan (JICP) and its' regional Annexes, which provide for a cooperative mechanism for preparedness for, and response to, polluting incidents that cause, or may cause, damage to the environment along the inland boundary, or may constitute a threat to public safety, security, health, welfare, or property. The extensive border (over 4,000 miles), the considerable and diverse geography of the ecosystems shared by the two countries, requires close cooperation among many U.S. states, Canadian provinces, U.S. tribes, First Nations, and local and federal governments.

As an active member of the U.S-Mexico BWVG and the U.S Co-chair of the U.S-Canada International Joint Advisory Team, OEM is the lead on several work projects on emergency preparedness and response activities and cross border activities.

#### **SCOPE:**

The purpose of this WA is to accomplish the various US-Mexico/Canada border related projects, in addition to other OEM activities as they relate to other national planning and preparedness tasks.

#### **Task 1: Regulatory/Guidance Support: Review/Evaluate/Research Draft Guidance Materials:**

##### **Subtask 1A:**

The Contractor will: provide technical support for proposed guidance or documents for oil and/or hazardous substances, and/or other planning and preparedness hazards, including but not limited to guidance changes to the 2002 PREP guidelines, revisions/formatting of the Canada-US Joint Contingency Plans (JCPs) Annexes, and other guidance materials.

This support will include development of the following: formatting or updating of the Annexes of the US-Canadian JCP, drafting any other guidance regarding the US borders, revising and updating the JCP's notification procedures/numbers, assist in developing various documents relating to cross border issues and other relevant materials. In addition, update and/or revise EPA's list of emergency response vehicles and personnel for cross border purposes. Continue to provide support in assisting EPA regional offices working with organizations (state, and local emergency responders), on pilot projects regarding insurance coverage that will protect them when crossing the border into Mexico or Canada, to assist in responding to hazardous material incidents or releases. Support drafting guidance or responses to comments, other notices, summaries of relevant comments from previous guidance, briefing materials, fact sheets on technical issues, workgroup meeting notes, technical summaries of meetings, analyses requested by the workgroup, status reports, data summaries and analyses, conference papers, issues and option papers, guidance development schedules and tracking devices and special presentations as identified in meetings with the WAM. Final guidance shall be written by EPA. The Contractor shall provide technical support for evaluating guidance and/or regulations proposed by other agencies related to planning and preparedness. The Contractor shall provide draft analyses of studies that support the proposed regulations and/or guidance that includes the US Coast Guard, Bureau of Safety and Environmental Enforcement, and Research and Special Programs Administration, Office of Pipeline Safety, and/or the Department of Homeland Security, Customs and Border Protection, as requested by EPA WAM.

##### **Subtask 1B:**

The Contractor will: develop and/or provide technical review, including but not limited to US/Mexico and US/Canada documents as well as other international documents relevant to emergency prevention, preparedness, and response of oil spills and other hazardous substances to ensure documents and/or guidance comply with other US and/or US/Mexico and/or Canada border regulations, policies,

procedures, and guidance. The Contractor will translate some of the above mentioned draft guidance, memos and other documents into the Spanish language and ensure that the final draft translation will preserve the meaning, level, implication, and form of the original document so that the reader will understand as well as he or she would, if it had been written in the reader's native language. The specific instructions for reviewing these documents will be provided by the WAM in a TD.

## **Task 2: Technical Support:**

### **Subtask 2A: Support the Inland Area Contingency Planning Workgroup**

#### **Background:**

The passage of the Oil Pollution Act of 1990 (OPA) established Area Committees comprised of members from qualified personnel of Federal, State, and local agencies. According to OPA, each Area Committee, under the direction of the Federal On-Scene Coordinator for its area, was directed to (i) prepare for its area the Area Contingency Plan (ACP); (ii) work with State and local officials to enhance the contingency planning of those officials and to assure preplanning of joint response efforts, including appropriate procedures for mechanical recovery, dispersal, shoreline cleanup, protection of sensitive environmental areas, and protection, rescue, and rehabilitation of fisheries and wildlife; and (iii) work with State and local officials to expedite decisions for the use of dispersants and other mitigating substances and devices. OPA further stated that each Area Committee was directed to prepare an ACP. OPA mandated that Facility Response Plans (FRP) and Vessel Response Plans (VRPs) must be consistent with the requirements of the National Contingency Plan and Area Contingency Plans. In 1992, the EPA published a Federal Register Notice in which the EPA Administrator fulfilled the OPA mandate to create Area Committees for the Inland Zone and designated the 13 individual Regional Response Teams as the initial Area Committees. Currently EPA Regions work with 14 areas and 62 subareas to convene Area Committees comprised of federal, state, and local government agencies to prepare ACPs.

OEM's Strategic Plan for the Oil Program has set Area Planning as one of five priorities for the oil program. The Strategic Plan has specifically directed that the regions "Participate with sister agencies and regulated community through Area Committee meetings, training, RRT, NRT, and exercises to develop area planning strategies to address high-risk areas." The key objective of Area Contingency Planning Strategic Plan Workgroup is to develop a work plan for an area planning strategy addressing high-risk areas. This effort will be conducted by the existing National Inland Area Contingency Planning Workgroup (Inland ACP Workgroup).

The Contractor will: work with EPA to coordinate and provide support activities relating to ACP quarterly conference calls, draft agendas, documents and/or other guidance materials, draft conf. call summaries and meeting agendas. In addition, develop presentations and/or draft documents based on regulatory and/or guidance requirements, objectives, and recent activities. Revise and update strategic work plans, revise and/or update the ACP Handbook, other guidance documents and provide support for meetings and/or conferences, draft briefings and/or presentations.

The EPA WAM will review and comment on the materials within 10 days and provide those comments to the Contractor. Any modification to the deliverable will be requested by the EPA WAM in a written TDF. Any revisions requested by EPA shall be incorporated and submitted to the EPA WAM within 10 days of the request.

### **Subtask 2B: Provide planning, coordination, outreach and support for binational (US-Mexico/Canada), table top and/ or other exercises**

EPA may be involved in the planning, coordination and outreach of activities involving support

for the binational exercises (e.g.: testing the notification system) such as table tops and other exercises. These exercises may require technical assistance for EPA's participation including support in the development of scenarios, ICS roles and exercise injects; maintenance of exercise related materials, providing response support at appropriate locations and preparation of lessons learned, after action reports and any other supporting documentation.

Regarding the US-Mexico JCP notification system, the Contractor will also continue to revise and/or update this system within the JCP by providing support to future notification drills. The Contractor will design a short (one page) exercise scenarios to test the notification procedures in the US/Mexico JCP for each of the US states along the border. The same scenario will be used for each state and will include an exercise of the notification procedures in the US/Mexico JCP, which will identify issues and lessons learned.

The Contractor will: work with EPA to coordinate and provide support activities relating to the binational exercises, table top and other exercises, as needed. The exercises will involve players from EPA regional offices, Mexico, Canada and/or other federal agencies, state, and local emergency responders, industry representatives, foreign government representatives, and other government senior leaders. In addition, they will also include member agencies of the Joint Response Team and other response partners. Some of the areas of support and assistance that the Contractor will provide may include but is not limited to:

- Draft appropriate support materials for exercise and/or any meetings relating to the planning/coordination of the exercises, including briefings, presentations, agendas, handbooks, some of which will need to be translated into Spanish;
- Assist with logistics and administrative support throughout the project period of performance; and
- Draft training and briefing materials, and assisting in the facilitation of same, if required.
- Translate some of the above mentioned materials and/or other documents into the Spanish language and ensure that the final draft translation will preserve the meaning, level, implication, and form of the original document so that the reader will understand as well as he or she would, if it had been written in the reader's native language. The specific instructions for these documents will be provided by the WAM in a TD.

### **Task 3: Support for Conferences/Meetings/Events/Workshops :**

**Conferences/Meetings/Events/Workshops** -- EPA shall provide support and technical information, as they are involved in preparing for the following meetings: (Subtask 1) PREP and/or any other exercise planning/support, regional meetings, events and/or conference calls, TBD, (Subtask 2) US/Mexico and/or US/Canada meetings, including National Coordinators and/or Co-Chair meetings and/or conference calls, TBD, (Subtask 3) Joint Response Team meetings, and (Subtask 4) Other meetings/Conferences.

Performance of this work assignment requires the contractor to perform meeting or conference support services. In performing those services and when setting up meetings and conferences, the contractor shall follow the goals of EPA's Green Meetings / Conferences Initiative found here:

<http://www.epa.gov/oppt/greenmeetings/index.htm>.

The Contractor shall: conduct research and summarize technical information in preparation for meetings and conferences, attend meetings and conferences, conference calls and write summaries of meeting content. Contractor activities specific to each event are provided below:

- (1) Support bi-national, table top or any other exercise



planning/coordinating/outreach/conference calls and/or meetings. The Contractor will prepare an agenda to the EPA WAM for review; prepare any meeting presentation materials; facilitate the meeting; take notes and provide translation assistance during bi-national conf. calls. The Contractor will also be responsible for the following activities:

- 0 Establish or verify meeting locations, schedules, and lodging information;
- 0 Provide logistical support for the meetings;
- 0 Provide presentation materials;
- 0 Prepare and distribute the planning meeting agenda and any support material;
- 0 Prepare and distribute meeting summaries within one week following the exercise meeting;
- 0 Provide draft deliverables for review; and
- 0 Coordinate invitation and track registration of participants.

In support to these meetings, the contractor will follow appropriate printing guidelines as stated previously in this WA.

In addition, (2-3) two or three long distance trips may be required to provide outreach and/or meeting support. Date and location of long distance travel will be determined by WAM. For planning purposes, assume (3) two or three long distance trips (southern border and/or northern border states; Mexico and/or Canada)

(2) Provide support to the US/Mexico and/or US/Canada meetings, including National Coordinators and/or Co-Chair meetings and/or conference calls (TBD):

- This support shall include development of draft agendas, discussion documents, briefing booklets, and assist in translation/interpretation during bi-national conf. calls, based on discussions with and materials from the WAM. Agenda items/topics and discussion documents shall be provided to the WAM via email after receipt of written technical direction giving the date of the meeting. The contractor shall then have 15 days to provide a draft of the agenda and discussion documents. The WAM shall review and comment on the agenda and discussion documents within 10 days and provided those comments to the contractor. Any modifications to the deliverable shall be requested by the WAM in a written TD. Any modifications requested by EPA shall be incorporated and submitted to the WAM within 10 days of the request.
- The contractor shall also develop briefing materials which includes agendas, discussion documents, issues papers, briefing materials, overheads, slides, flip charts, and other materials to convey information to the National Coordinators. Specific instructions for materials to be included shall be provided in a TD. The WAM shall review and comment on the materials within 10 days and provided those comments to the contractor. Any modifications to the deliverable shall be requested by the WAM in a written TD. Any modifications requested by EPA shall be incorporated and submitted to the WAM within 10 days of the request.
- The contractor shall translate some of these documents (as directed by the WAM) into Spanish. The contractor shall make multiple copies (up to 60) of each document (in English and Spanish, as appropriate) for the briefing materials (10 days prior to the meeting) and mail or FEDEX

EPA can provide the labels) this information to the U.S. and Mexican representatives as well as to the hotel at least one week prior to the meeting.

(3) The contractor shall provide support for the U.S./Mexico Joint Response Team meetings

(TBD).

1. This support shall include development of draft agendas, discussion documents, and briefing materials, based on discussions with and materials from the WAM. Agenda items/topics and discussion documents shall be provided to the WAM on disk 15 days after receipt of written technical direction giving the date of the meeting. The contractor shall then have 10 days to provide a draft of the agenda and discussion documents. The WAM shall review and comment on the agenda and discussion documents within 10 days and provided those comments to the contractor. Any modifications to the deliverable shall be requested by the WAM in a written TD. Any modifications requested by EPA shall be incorporated and submitted to the WAM within 10 days of the request.
2. The contractor shall also develop briefing materials which includes agendas, discussion documents, issues papers, briefing materials, overheads, slides, flip charts, and other materials to convey information to the JRT members. Specific instructions for materials to be included shall be provided in a TD. The contractor shall then have 10 days to provide a draft of the briefing materials. The WAM shall review and comment on the briefing materials within 10 days and provided those comments to the contractor. Any modifications to the deliverable shall be requested by the WAM in a written TD. Any modifications requested by EPA shall be incorporated and submitted to the WAM within 10 days of the request.
3. The contractor shall mail or FEDEX (EPA can provide the labels) this information to the U.S. and Mexican JRT representatives as well as to the hotel, where the meeting is being held, at least one week prior to the meeting. The WAM shall provide the contractor with the name and address of the hotel via TD.

For each of these meetings, the contractor shall also:

- establish a mailing list of U.S. JRT representatives using the list developed for the last National Coordinators meeting and JRT meetings as well as additional information provided by the WAM.
- provide facilitation and logistical support during these meetings, such as securing meeting facilities, ensuring availability of necessary audio-visual equipment, ensuring an experienced, skillful facilitator is available during the meeting to facilitate group discussions, ensuring proper set up of the meeting room with headphones and name tags and plates for each participant, and ensuring simultaneous translation (Spanish/English); and
- prepare a summary which includes an overview of the highlights of the meeting, an outline of any issues/problems that must be addressed, any deadlines determined by the meeting participants, the name of the person who assumed responsibility or was assigned to work or resolve the issue/problem, a summary of actions taken for each agenda item, a description of any relevant discussions, any major decisions made by the group, and a list of attendees. These summaries shall be in English and Spanish. The summary (in English) for the meeting shall be provided to the WAM 10 days following the conclusion of the meeting. The WAM shall review and comment on the meeting summary within 10 days and provided those comments to the Contractor. Any modifications to the deliverable shall be requested by the WAM in a written TD. Any modifications requested by EPA shall be incorporated and submitted to the WAM within 10 days of the request. The contractor shall translate the document into Spanish, in 10 days following

completion of the final summary document.

- provide follow-up assistance to the WAM as a result of these meetings and as directed by the WAM in a TD.

The WAM anticipates needing one Contractor to attend these meetings who is bilingual. In addition, one long distance travel may be required to provide outreach and/or meeting support. Dates and location shall be determined by WAM. For planning purposes, assume 1(one) long distance trip.

In order to perform work under tasks 1, 2, and 3, the contractor's staff must be bilingual and have extensive knowledge of the U.S./Mexico and U.S./Canada border activities as well as other relevant international activities related to chemical emergency prevention, preparedness, and response.

(4) Other meetings/Conferences--- In addition to the conferences specified in the work assignment, the contractor may also provide outreach and/or meeting support at another event requiring long distance travel. Technical direction for conference attendance shall be issued by the WAM no later than two weeks before a meeting begins.

#### **Deliverables**

The contractor shall provide monthly progress reports to the WAM highlighting accomplishments and findings, and identifying actual or potential problem areas or issues. At the completion of the work assignment, the contractor Project Manager shall report the dollars spent and hours worked according to an EEAB project management tracking system. At the direction of the WAM, deliverables shall be hard copy and/or in Microsoft Word, a spreadsheet program, a database program, and/or CD-ROM, camera ready copy with appropriate printing forms, as needed.

The dates for the following deliverables shall base on the following schedule:

<b><u>Deliverable</u></b>	<b><u>Time for Delivery</u></b>
<b>Workplan</b>	15 days after receipt of this work assignment
<b>Subtask 1A:</b> provide technical support for proposed guidance or documents for oil and/or hazardous substances, and/or other planning and preparedness hazards, including but not limited to guidance changes to the 2002 PREP guidelines, revisions/formatting of the US-Mexico Inland and/or Canada-US Joint Contingency Plans (JCPs) Annexes and/or Sister City Plans, and other guidance materials.	15 days after receipt of written technical direction or as directed by WAM for time critical materials. Any revisions shall be completed within 10 days of receiving comments from the WAM.

<p><u>Subtask 1B:</u> Develop and/or provide technical review to international documents relevant to emergency prevention and preparedness of oil spills and other hazardous substances emergencies. The contractor will translate some of the above mentioned draft guidance, memos and other documents into the Spanish language.</p>	<p>15 days after receipt of written technical direction or as directed by WAM for time critical materials. Any revisions shall be completed within 10 days of receiving comments from the WAM.</p>
<p><u>Subtask 2A:</u> Provide support to Inland ACP quarterly conference calls; drafts agendas based on priorities identified by the workgroup. Draft presentations based on statutory requirements, objectives and recent activities, in addition to support for meetings, briefings and/or conferences. Edits/updates and/or revises the Inland ACP handbook/guidance document in coordination with regional workgroup members.</p> <p><u>Subtask 2B:</u> Draft appropriate support materials for exercise and/or any meetings relating to the planning/coordination of the exercises, including briefings, presentations, agendas, charters, some of which will need to be translated into Spanish; assist with logistics and administrative support; draft training and briefing materials, and assist in the facilitation of same, if required.</p>	<p>15 days after receipt of written technical direction. Any revisions shall be completed within 10 days of receiving comments from the WAM.</p>
<p>Task 3: Support for Conferences and Meetings</p> <p><u>Subtasks 1, 2, 3 &amp; 4:</u> Provide support to:</p> <p>(1) PREP and/or any other exercise planning/support, regional meetings, events and/or conference calls, TBD, (2) US/Mexico and/or US/Canada meetings, including National Coordinators and/or Co-Chair meetings and/or conference calls, TBD, (3) Joint Response Team meetings, and (4) Other meetings/conferences.</p>	<p>As directed by WAM via TDF</p>

### **Travel**

The contractor shall be required to travel under this work assignment. For planning purposes, two long distance trips may be anticipated in support of the Planning/Preparedness activities for one Contract staff member for two days. Other long distance travel may be anticipated to support US/Mexico, US/Canada and/or exercise meetings, for one Contract staff member for two days. In addition to the meetings specified here, the contractor may also provide outreach and/or meeting support at another event requiring long distance travel for one contract staff for two days. Any non-local travel directly chargeable to this work assignment must be submitted to and have it approved by the Project Officer.

### **Technical Direction**

In accordance with EPAAR 1552.237-71-Technical Direction, the Work Assignment Manager (WAM) will provide Technical Direction during performance of this Work Assignment. Technical Direction includes:

- (1) Direction to the contractor which assists in accomplishing the WA SOW.
- (2) Comments on and approval of reports or other deliverables.

Technical Direction will be issued in writing by the WAM, or confirmed by the WAM in writing within five (5) calendar days after verbal issuance.

#### CONFLICT OF INTEREST

The contractor shall identify in the work plan whether any apparent, potential, or actual conflicts of interest exist for any part of this work assignment. If conflicts exist, the contractor shall list those conflicts and state how it proposes to neutralize or mitigate the conflicts. If not conflicts exist, the contractor shall state that no conflicts exist.

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP3-406

☐ Other ☐ Amendment Number:Contract Number  
EP-W-08-036

Contract Period 05/05/2008 To 05/04/2013

Title of Work Assignment/SF Site Name

OEM Program Ops &amp; Coordination

Contractor  
SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 05/05/2012 To 05/04/2013

Comments:

Approval of the contractor's work plan and cost estimate dated May 31, 2012 for \$211,197.10 and LOE of 2500 hours.



Superfund

## Accounting and Appropriations Data



Non-Superfund

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

SFO  
(Max 2)

22

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

05/05/2008 To 05/04/2013

Cost/Fee: \$0.00

LOE:

This Action:

\$211,197.10

Total:

\$211,197.10

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

05/31/2012

Cost/Fee: \$211,197.10

LOE: 2,500

Cumulative Approved:

Cost/Fee: \$211,197.10

LOE: 2,500

Work Assignment Manager Name Eugene Lee

Branch/Mail Code:

Phone Number 202-564-7988

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Lynette Gallion

Branch/Mail Code:

Phone Number: 202-564-4463

FAX Number:

(Signature)

(Date)

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP3-406

☐ Other ☐ Amendment Number:

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 05/04/2013

Base

Option Period Number 3

Title of Work Assignment/SF Site Name

OEM Program Ops &amp; Coordination

Contractor

SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 05/05/2012 To 05/04/2013

Comments:

This is a Work Assignment Initiation for Option Period 3 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO  
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 0

05/05/2008 To 05/04/2013

This Action:

2,500

Total:

2,500

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Eugene Lee

Branch/Mail Code:

Phone Number 202-564-7988

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name Manuela Meyer

Branch/Mail Code:

Phone Number: 202-564-1628

FAX Number: 202-565-2557

(Signature)

(Date)

Contracting Official Name Lynette Gallion

Branch/Mail Code:

Phone Number: 202-564-4463

FAX Number:

(Signature)

(Date)

5/10/2012

## WORK ASSIGNMENT STATEMENT OF WORK

WORK ASSIGNMENT NUMBER: OP3-406

WORK ASSIGNMENT TITLE: Support for OEM Program Operations & Coordination

AMENDMENT NUMBER: -0-

CONTRACTOR: SRA International

CONTRACT NUMBER: EP-W-08-036. Option Period III

WORK ASSIGNMENT MANAGER:

Eugene Lee, OEM/POCD

Mail Code: 5104A

Phone: 202-564-7988

Fax: 202-564-8729

PERIOD OF PERFORMANCE: CO Approval to May 4, 2013.

LEVEL OF EFFORT

The estimated level of effort (LOE) for this work assignment is 2500 hrs. The contractor shall not exceed the estimated LOE/\$ amount in the final approved work plan. Any increase must be initiated through a formal work assignment amendment.

BACKGROUND:

The Office of Emergency Management is responsible for providing policy, programmatic support and technical assistance to its stakeholders, including Regional EPA preparedness, planning and response programs operating under the authorities of the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) as amended by the Superfund Amendment and Reauthorization Act (SARA), the Clean Water Act (CWA), the Oil Pollution Act (OPA) of 1990, the Stafford Act, Clean Air Act 112r and various Homeland Security presidential initiatives.

OEM program operations and coordination activities include headquarters support for emergency responses, time and non-time critical removals as defined in the National Oil and Hazardous Substances Contingency Plan (NCP) and major responses under the national Response Framework (NRF), programmatic and coordination support also extends to various activities related to Department of Homeland Security (DHS) initiatives and chemical emergency preparedness and prevention.

In addition, OEM serves as the lead office for coordination of headquarters emergency operations associated with Emergency Operations Center (EOC) activations involving oil,



hazardous materials, and other environmental problems; catastrophic disasters involving and/or affecting hazardous material, oil releases and EPA facilities and sites. The Headquarters EOC in the Ariel Rios building serves as the focal point for national coordination efforts during a major incident.

#### SCOPE:

The purpose of this work assignment is to provide technical assistance to support OEM program personnel in Headquarters and, where appropriate, regional personnel. The focus of this support is on program operations and coordination led by the Program Operations and Coordination Division (POCD), but may also encompass support for related activities in other OEM directorships. Technical assistance shall also include support for the EPA HQ Emergency Operations Center, Emergency Support Function (ESF) #10, and during alerts and activations for large-scale disasters, emergencies, exercises and pre-deployments. The Contractor shall support the EPA Incident Management Plan and HQ Incident Command System.

#### TASKS:

##### **TASK 1: DEVELOP WORK PLAN**

Within 21 calendar days after receipt of this work assignment, the contractor shall submit its proposed work plan. The work plan shall include a description of the contractor's technical approach for accomplishing this work assignment, identification of all potential data sources and methods for analysis, and a detailed technical and staffing plan. The work plan shall also include a schedule of deliverables.

##### **TASK 2: PROGRAM OPERATIONS COORDINATION SUPPORT**

#### Task Description:

POCD staff support a number of inter and intra-agency emergency preparedness, planning and response efforts. Such efforts include EPA's Emergency Response & Removal Program Coordination, Chemical Emergency preparedness and Prevention Coordination, Regional Coordination activities, National Workgroup coordination and EOA Watch Officer activities. POCD staff members are often called upon to facilitate meetings and develop issue papers, briefings and analyses. Contractor staff supporting this task shall have demonstrated experience with meeting management and conference planning.

Specific areas of contractor support for the above-mentioned activities are captured below in the following sub-task categories:

##### **Sub-task 2.1: Technical Support for OEM Watch Officers**

The Contractor shall provide support to Watch Officers (WO) through assistance with drafting Standard Operating Procedures (SOPs) and Standard Operating Guidelines (SOGs and job aids) for the conduct of Watch Officer, After-Hours Watch Officer, and other support functions in the

EOC. The contractor shall plan for providing support for two revisions to the Watch Officer SOP Handbook. The revisions shall include new and updated job aides as warranted. The revisions shall be prepared and submitted by the Contractor first as draft and, after review by the EPA technical leads, as final in both Word and pdf files. The Contractor shall also attend Watch Officer meetings when the WO SOP Handbook revisions are discussed.

**Sub-task 2.2: Technical Support for POCD Regional Coordinators**

POCD Regional Coordinators provide support to EPA Regional programs and are often called upon to gather information regarding regional activities. The Contractor shall provide assistance with requested information from supporting databases, such as CERCLIS, WebEOC, and EPAOSC.net, which contain updated POLREPS, situation reports and other documents. The Contractor shall provide support in preparing regional summary information as directed via technical direction (TD). This support may include note-taking for regional conference calls and compiling information submitted by regions on a particular programmatic subject. Under this sub-task, the Contractor shall also prepare and produce the annual update to the OSC Phone Book upon receiving the necessary information updates from the EPA WAM. For planning purposes, the Contractor shall anticipate responding to information requests in support of Regional activities for all ten Regions on a quarterly basis.

**Sub-task 2.3: Removal Manager Meetings and Conference Call Support**

POCD has lead responsibilities for coordinating Removal Manager meetings and conference calls. The Contractor shall provide limited meeting (including conference call) and workgroup support to Removal Manager activities. As needed, the Contractor shall assist in the development of agendas, compilation of background materials and provide support for specifically identified follow-up efforts. During these meetings, the Contractor shall provide note-taking support and shall provide summary notes, paper, and action item lists to the EPA WAM. Post-meeting support by the Contractor shall include development of meeting summaries. For conference calls, the Contractor shall anticipate supporting one call per month for the duration of the work assignment and up to six special topic calls. For meeting support, the Contractor shall anticipate handling logistics for one in-person meeting of the Removal Manager group (approximately 30 persons) for the duration of the work assignment, including the need for travel for two individuals for three days. For budgeting purposes, the Contractor shall assume travel to the potential location of the annual OSC Readiness Conference (assume Henderson, NV). The exact location and time of the meeting shall be defined in a technical directive from the EPA WAM. SRA shall prepare and submit meeting and conference call summaries within one week of completion of meetings or conference calls.

**Sub-task 2.4: Support for START and ERRS National Coordination**

POCD staff members serve as national leads for programmatic issues relating to Superfund Technical Assessment and Response Team (START) contracts Emergency and Rapid Response Services (ERRS) contracts and Warehouse Equipment Services (WES) contracts. POCD staff members engage in monthly conference calls, periodic meetings and an biennial conference where program and acquisition staff from EPA HQ and Regional offices discuss START, ERRS

and WES issues. SRA shall provide support relating to action items that arise out of these above-mentioned activities. During the course of this work assignment, support under this sub-task will focus on maintaining up-to-date information on Regional contact information for START, ERRS and WES, collecting best practice information, and preparing briefings. Specifically, SRA shall assist in maintaining up-to-date information on START and ERRS POCs regionally and nationally. SRA shall assist in maintaining and updating information on the START, ERRS and WES osc.net web pages. The above-mentioned information shall be updated once during the course of this work assignment (by September 30, 2012). In addition, SRA shall provide assistance with meeting planning associated with this sub-task. Specific content and exact schedule of deliverables for meeting planning shall be defined via technical directive. For planning purposes, the contractor shall assume support for four planning meetings and associated follow-up with estimating logistical needs leading up to an event in 2013.

### **TASK 3: Support for Implementation of the Vermiculite Sites Assessment Strategy**

In response to findings by the General Accounting Office (GAO) and the release of various inter- (e.g., ATSDR Health Consultations and Summary Report) and intra-Agency technical documents (i.e., Framework for Investigating Asbestos-Contaminated Superfund Sites), the Removal Program has implemented a Vermiculite Sites Assessment Strategy to determine the extent of the ongoing need for removal actions at vermiculite sites. SRA shall provide technical and administrative support for implementation of the Vermiculite Sites Assessment Strategy within the Removal Program. This support shall consist of maintaining updated information on a list of sites undergoing assessment, maintaining HQ-relevant documentation on any removal activities at selected sites, and development of briefings and training materials that support implementation of the strategy. Specifically, SRA shall prepare and submit tracking forms, a tracking spreadsheet, and will maintain accurate files on site updates submitted by the EPA Regional offices. SRA shall also provide assistance with updating presentations and fact sheets on the status of the Vermiculite Site Assessment Strategy. The specific content and exact schedule of deliverables will be identified in the task deliverables and schedule chart and, where specified, via technical directive. The major product for this sub-task shall be an end of fiscal year 2012 project close-out package containing electronic and hard copy versions of all site-specific documents provided to OEM by the regions and HQ summary information (e.g., tracking spreadsheet and PowerPoint presentation). SRA staff supporting this task shall have demonstrated knowledge of the EPA Removal Program.

### **Task 4: Support for EPA HQ EOC Activations and EOC Academy Training Program**

#### Task Description

During selected activations of the EPA HQ EOC (EOC) for incidents, exercises and pre-deployments, the Contractor shall provide technical support for activities associated with the activation(s) and perform work delineated in the following Sub-tasks. Notification of an activation(s) for which contractor assistance is required shall be via an email message issued by the Work Assignment Manager identifying the location(s), e.g., EOC, and positions for which the work is to be performed (including if other than or in addition to the EOC), hours of operation, specific activities to be performed, and the deliverables schedule associated with the

particular activation. General support shall include answering phones, forwarding and taking messages and maintaining spreadsheets, rosters and file management (i.e., resources and documentation unit support). For purposes of estimating contractor support levels, the contractor shall assume one Level 1 activation (i.e., a sustained response to a major incident with 24 hour operations) at the EOC lasting two weeks with a need for support from three contractor personnel in the areas described in the below sub-tasks. Actual utilization of contractor support under Task 4 may occur across several activations, including exercise play. Due to the nature of emergency response activities, there is no way of predicting in advance the exact extent of contractor support needs. At a minimum, contractor support shall be utilized during activation of the EOC during exercise play and special events requiring Agency pre-deployments when the EOC is activated.

The Contractor shall provide support for development and delivery of training modules under the EOC Academy, the program dedicated to training Response Support Corps and other EPA staff for working in the EOC. This support shall consist primarily of training module development in the form of PowerPoint presentations, "hands-on" training activities and conduct of training and post-training evaluations as described below. Training for specific positions in the EOC (i.e., EOC Position-Specific Training) shall also be included in this effort.

The Contractor shall provide support for developing and, as needed, revising EOC standard operating procedures (SOPs) and other documentation that supports enhancements to EOC operations as described in the below sub-tasks.

Contractors supporting this task shall have demonstrated experience supporting emergency operations centers and developing emergency management-related training materials.

#### **Sub-Task 4.1: EOC Incident Command System and Daily Operations Support**

The Contractor shall support the HQ EOC and/or the NICT in the development of briefings, meetings and related materials to be used for daily operations and during an activation, including exercises and pre-deployments. For daily operations, the Contractor shall provide assistance with the development of briefing materials to support the development of more robust operations. For example, the EOC is investigating the use of FlexViewers to enhance situational awareness capabilities of the EOC. The Contractor shall assist in developing briefing materials and protocols for the use of FlexViewers in the EOC. For exercises and pre-deployments, the Contractor shall provide assistance with the development of Concept of Operations (CONOPS) plans following a standard format provided to the contractor by the EPA WAM. The meeting and briefing schedules are activation dependent and will be daily, bi-weekly or weekly for the duration of the activation. All meetings and briefings will be conducted utilizing the equipment and resources available in the EPA HQ EOC. Known activations during the course of this work assignment include, NLE2012 (June), Republican National Convention (August), and the Democratic National Convention (September). The specific support and materials required for an incident are activation dependent and will include, but are not limited to, the following:

- Situation Unit Support (e.g., consolidation of incident information)
- Resource Unit Support (e.g., staffing schedules and daily rosters)

- Documentation Unit Support (e.g., maintain incident folders, meeting minutes and summaries)
- General Planning Section Support for exercises and pre-deployments

Specific needs shall be provided in a TDF issued for the activation.

#### **Sub-Task 4.2: After Action Activities**

The Contractor shall assist in the compilation of after action reporting that includes information about EPA performance during the response (including exercises). After-action reports typically include the following information: a general summary of the event; key facts and figures about the size of the event and the amount of EPA resources (people and equipment) used to respond; EPA participation during the response; EPA organizational participants; positive outcomes at both headquarters and the regions; challenges, issues and recommendations for future corrective action. In order to develop the after action report, the contractor shall participate in after action meetings (e.g., hotwashes), prepare incident evaluation forms and summarize major outcomes from these activities. Event-specific after-action activities will be included in the TD issued for the activation.

#### **Sub-Task 4.3: Other Support**

The Contractor shall provide, on an incident-by-incident basis, other support and assistance as may be required to meet the needs of the specific emergency activation, pre-deployment, exercise, or developmental need. For instance, during hurricane responses, the contractor may provide support for national staffing of EPA personnel under the Resources Unit. While EPA is able to specify a number of areas of support that may be needed during an activation, the Agency recognizes that each incident is unique and that there may be specialized support needs that are not easily identifiable prior to an activation. If this support is needed, additional direction, including applicable deliverable schedules will be provided with the activation message.

#### **Sub-Task 4.4: EOC Academy Support**

OEM has implemented a Response Support Corps & EOC Academy Training Strategy to better prepare the Agency for responding to major emergency response incidents, under this Sub-Task, the contractor shall provide support for specific elements of EOA Academy Training under the overall strategy. Specifically, the contractor shall support ongoing modifications to the base RSC/EOC Academy Training modules by revising the base module and preparing and delivering training notebooks (estimated 20 participants per session for four sessions annually), revising materials as needed for the EOC Academy position-specific training sessions (e.g., Situation Unit, Watch Officer, Liaison Officer, Resource Unit, Documentation Unit, Finance Unit, and Environmental Unit modules) and maintaining and updating the Headquarters EOC Incident Management Plan, including job aid appendices. Contractor support for the EOC Academy Training effort shall include development of presentations, briefing papers and other materials describing the effort and OEM's role in emergency management. The specific content and exact schedule of deliverables shall be identified in the below task deliverables.

**TASK 1: Work Plan and Work Assignment Amendment Management**

<b>Deliverable Task</b>	<b>Deliverable Title</b>	<b>Due Date</b>
1.0	Work Plan	Within 21 days of WA receipt
1.0	Monthly Progress reports	Monthly
1.0	Routine Communications	Ongoing (at least semi-monthly)

**TASK 2: Program Operations & Coordination Support**

<b>Deliverable Task</b>	<b>Deliverable Title</b>	<b>Due Date</b>
2.1	Watch Officer Handbook Revisions (2)	Semi-annual, scheduled via TDF
2.2	Regional Information Requests (4)	Quarterly, based on start of the work assignment
2.3	Removal Manager Monthly Calls (12) Held third Wednesday of the month and Special Topic Calls (6)	Agenda & call materials due 1 week prior, summary notes due 1 week after the call. Special Topic calls to be scheduled via TDF
2.3	Removal Manager Meeting Support (1) held concurrently with OSC Readiness	As scheduled via TDF, support includes meeting materials and logistics
2.4	START and ERRS National Contact List Updates	Due on or before September 30, 2012
2.4	START and ERRS National PowerPoint presentations (2)	As scheduled via TDF

### **TASK 3: Support for Implementation of the Vermiculite Sites Assessment Strategy**

<b>Deliverable Task</b>	<b>Deliverable Title</b>	<b>Due Date</b>
3.0	Maintain List of Vermiculite Sites and Regional Updates	Ongoing through May 3, 2013
3.0	Update PowerPoint presentations and briefings	As scheduled via TDF.
3.0	Develop and maintain supporting materials (e.g., tracking spreadsheet and regional submissions) for implementation of the strategy.	Draft due August 24, 2012  Final package due September 30, 2012

### **TASK 4: EPA HQ EOC Activation and Training**

<b>Deliverable Task</b>	<b>Deliverable Title</b>	<b>Due Date</b>
4.1	EOC Activation-related Planning Section Support	As scheduled via TDF
4.2	EOC After-Action Reports	Within 1 month of completing an activity under 4.1, exact schedule provided via TDF
4.3	EOC Activation-related general support	As scheduled via TDF
4.4	EOC Academy: Base Module Revisions & Notebook Preparations (4)	Exact training dates provided via TDF
4.4	EOC Academy; in-depth and position-specific training materials (4)	Summer 2012 through Spring 2013, exact dates provided via TDF
4.4	EOC Academy: Update to the HQ EOC Incident Management Plan	Due on or before December 31, 2012

### **Contractor Staff Qualifications**

The Contractor staff assigned to the WA shall possess proficiency in the use and operations of the following office automatic hardware and software:

- Microsoft Windows
- Microsoft Office 2000
- Electronic Mail (Lotus 8.0 and 8.5)
- Lotus QuickPlace

- Internet Browsers
- WebEOC

### Work Assignment Manager

The Work Assignment Manager (WAM) for this work assignment amendment is Eugene Lee, OEM/POCD.

### TECHNICAL DIRECTION

In accordance with EPAAR 1552.237-71 – *Technical Direction*, the Work Assignment Manager (WAM) will provide Technical Direction during performance of this Work Assignment.

Technical Direction includes:

- (1) Instruction to the contractor that approves approaches, solutions, designs, or refinements; fills in details; completes the general description of work; shifts emphasis among work areas or tasks; and
- (2) Evaluation and acceptance of reports or other deliverables.

Technical Direction must be within the scope of the contract-level SOW. The WAM does not have authority to issue Technical Direction which:

- (1) Requires additional work outside the scope of the contract Work Assignment;
- (2) Constitutes a change as defined in the "Changes" clause;
- (3) Causes an increase or decrease in the estimated cost of the contract or Work Assignment;
- (4) Alters the period of performance of the contract or Work Assignment; or
- (5) Changes any of the other express terms or conditions of the contract or Work Assignment.

Technical Direction will be issued in writing by the WAM, or confirmed by the WAM in writing within five (5) calendar days after oral issuance.

### CONFLICT OF INTEREST

The contractor shall identify in the work plan whether any apparent, potential, or actual conflicts of interest exist for any part of this work assignment. If conflicts exist, the contractor shall list those conflicts and state how it proposes to neutralize or mitigate the conflicts. If not conflicts exist, the contractor shall state that no conflicts exist.

### TRAVEL

Performance under this work assignment requires travel. The contractor shall conduct local and Continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found her: [www.gsa.gov/ftr](http://www.gsa.gov/ftr). The contractor shall conduct Outside the Continental United States (OCONUS) travel in accordance with DoD's Joint Travel regulations found here: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The contractor shall adhere to the



requirements of the Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this work assignment.

#### GREEN MEETINGS AND CONFERENCES

Performance of this work assignment requires the contractor to perform meeting or conference support services. In performing those services and when setting up meetings and conferences, the contractor shall follow the goals of EPA's *Green Meetings/Conferences Initiative* found here: <http://www.epa.gov/oppt/greenmeetings/index.htm>.

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

0P3-407

☐ Other ☒ Amendment Number:

000003

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 05/04/2013

Base

Option Period Number 3

Title of Work Assignment/SF Site Name

NRT/RRT Homeland Security

Contractor

SRA International, Inc.

Specify Section and paragraph of Contract SOW

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 05/05/2012 To 05/04/2013

Comments:

The purpose of this amendment is to reinstate Craig Beasley at beasley.craig@epa.gov (phone #202-564-2087) as the primary WAM.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO  
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 3,000

05/05/2008 To 05/04/2013

This Action:

0

Total:

3,000

## Work Plan / Cost Estimate Approvals

Contractor W/P Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Craig Beasley

Branch/Mail Code:

Phone Number 202-564-2087

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Carolyn Mosinski

Branch/Mail Code:

Phone Number: 202-564-0962

FAX Number:

(Signature)

(Date)



**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP3-407

☐ Other☐ Amendment Number:

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 05/04/2013

Base

Option Period Number 3

Title of Work Assignment/SF Site Name

NRT/RRT Homeland Security

Contractor

SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☒

Work Plan Approval

Period of Performance

From 05/05/2012 To 05/04/2013

Comments:

Approval of the contractor's work plan and cost estimate dated May 30, 2012 for \$283,387.76 and LOE of 3000 hours.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO  
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

05/05/2008 To 05/04/2013

Cost/Fee: \$0.00

LOE:

This Action:

\$283,387.76

Total:

\$283,387.76

## Work Plan / Cost Estimate Approvals

Contractor W/P Dated: 05/30/2012

Cost/Fee: \$283,387.76

LOE: 3,000

Cumulative Approved:

Cost/Fee: \$283,387.76

LOE: 3,000

Work Assignment Manager Name Craig Beasley

Branch/Mail Code:

Phone Number 202-564-2087

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Lynette Gallion

Branch/Mail Code:

Phone Number: 202-564-4463

FAX Number:

(Signature)

(Date)

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP3-407

☐

Other

☐

Amendment Number:

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 05/04/2013

Base

Option Period Number 3

Title of Work Assignment/SF Site Name

NRT/RRT Homeland Security

Contractor

SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW

Purpose:

☒

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 05/05/2012 To 05/04/2013

Comments:

This is a Work Assignment Initiation for Option Period 3 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

SFO  
(Max 2)

22

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 0

05/05/2008 To 05/04/2013

This Action:

3,000

Total:

3,000

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Craig Beasley

Branch/Mail Code:

Phone Number 202-564-2087

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name Manuela Meyer

Branch/Mail Code:

Phone Number: 202-564-1628

FAX Number: 202-565-2557

(Signature)

(Date)

Contracting Official Name Lynette Gallien

Branch/Mail Code:

Phone Number: 202-564-4463

FAX Number:

(Signature)

(Date)

## WORK ASSIGNMENT STATEMENT OF WORK

WORK ASSIGNMENT NUMBER: OP3-407

WORK ASSIGNMENT TITLE: National Response Team/Regional Response Team  
Homeland Security/Anti-Terrorism Support

CONTRACTOR: SRA

CONTRACT NUMBER: EP-W-08-036

WORK ASSIGNMENT MANAGER: ALT. WORK ASSIGNMENT MANAGER:

Craig Beasley

Mail Code: 5104A

Phone: (202) 564-2087

Fax: (202) 564-2620

Mail Code:

Phone:

Fax:

ESTIMATED PERIOD OF PERFORMANCE: May 5, 2012 through May 4, 2013

### Level of Effort

The estimated level of effort (LOE) for this work assignment is 3,000 hrs. The contractor shall not exceed the estimated LOE amount in the final approved work plan. Any increase must be initiated through a formal work assignment amendment.

### INTRODUCTION

The National Response Team (NRT) is the organization responsible for national planning and coordination of the National Response System (NRS), as identified in the National Oil and Hazardous Substances Pollution Contingency Plan (NCP) 40 CFR Part 300. This system becomes the lead for Emergency Support Function 10 (ESF 10)—Oil and Hazardous Substances—of the Federal Response Plan when a disaster is declared by the President under the Stafford Act. The NRT and its committees develop and coordinate the NRT and Regional Response Team (RRT) policies, objectives and tasks to be accomplished each year. Tasks may include the development of guidance, reports, program evaluations, analyses, and interagency meetings and workshops. The Director of EPA's Office of Emergency Management (OEM) within the Office of Solid Waste and Emergency Response (OSWER) chairs the NRT. OEM provides policy, technical, and administrative support to the NRT and coordinates NRT/RRT activities throughout EPA and elsewhere. EPA also Co-Chairs the 13 RRTs with the U.S. Coast

Guard (USCG), chairs the Executive Secretariat, and participates on the NRT's various committees.

At the 2011 NRT/RRT Annual Co-Chairs meeting, homeland security projects were identified for FY13 including continuation of and expansion of the interagency technical assistance process established to address interagency coordination and technical assistance for coping with weapons of mass destruction (WMDs), e.g., anthrax and Bio-agents; addressing worker health and safety issues at Emergency and Hazardous Waste sites; revising the NCP based on the National Response Framework (NRF) and the National Incident Management System (NIMS).

**Task 1: Annual Planning and Performance Measurement Support**

Upon direction from the EPA WAM, the contractor will update the NRT/RRT annual planning document that addresses NRT/RRT FY13 objectives, tasks, accomplishments and provides a process for coordination, tracking and evaluation of homeland security, terrorism, and other activities. This update will include an NRT project workload analysis, which includes active action proposals approved by the NRT, key recommendations from NRT reports, and results from the annual NRT/RRT Co-chairs meeting and should be part of the NRT's overall annual planning effort. The contractor will work with the EPA WAM to identify the most appropriate format for the workload analysis.

In addition to updating the annual planning document, the contractor will produce separate planning documents to improve coordination and evaluation of NRT activities. The topics of these separate planning documents will be identified through technical direction from the EPA WAM. To prepare these documents, the contractor will work with the EPA WAM to identify all relevant materials that articulate actions the NRT is responsible for accomplishing. If needed, the contractor will assign an internal expert on performance measure to assist in developing a planning document that is consistent with Agency guidelines, the Government Performance and Results Act, and OSWER-wide efforts to develop consolidated performance measures.

**Task 2: NRT/National Coordination Council (NCC)/Response Committee Support**

The contractor will provide the following support to the National Coordination Council (NCC) and the NRT Response Committee:

- Provide management, analytical, coordination and logistical support agencies as directed by the EPA WAM;
- Revise/update and produce drafts of the Technical Assistance Documents (e.g., Anthrax, Bio-agents, etc.);
- Revise/update Quick Reference Guides (QRGs) on selected contaminants of concern;
- Provide technical assistance to federal departments and agencies as directed by the EPA WAM; and

In addition to making edits identified by EPA to the documents above, the contractor will task a technical editor to review documents, as appropriate, to ensure that they are of the highest

quality. In addition, the contractor will assign subject matter experts to provide technical and content-related feedback on the documents under development. The contractor shall recognize the importance of turnaround time for many of the deliverables associated with the work described above, and reviews will be conducted to ensure that we can meet the applicable deadlines.

The contractor will provide support for the following activities based on technical direction from the EPA WAM:

- Assist developing a waste tracking and disposal system addressing WMD contamination cleanup and the cleanup of other bio-contaminants;
- Support additional WMD projects identified by the NRT and/or the Homeland Security Council as directed by the EPA WAM.

Upon receipt of technical direction for the waste tracking and disposal system, the contractor will conduct an informal requirements analysis with EPA staff and others to identify the range of functionality that the tracking system needs to support. The contractor will then identify the appropriate technical staff that will need to be involved in developing the system. The contractor will follow the methods of good practice for systems development to ensure that the system that is developed meets the requirements specified in a technically sound manner.

**Task 3: Committee Analytical and Coordination Support**

Under this task, the contractor will provide analytical, coordination and logistical support necessary for NRT workgroups as directed by the EPA WAM. These workgroups (e.g., Worker Safety and Health, NRF/NIMS Implementation, Dispersant Work group. etc) will be focused on homeland security/terrorism issues. These may include subcommittees of existing NRT Committees like the Preparedness Subcommittee or Ad Hoc Committees identified by the NRT Executive Secretariat.

Technical and logistical support for these groups will include:

- Preparing draft agendas, meeting announcements and briefing materials for meetings and distributing these materials to workgroup members after they are reviewed and approved by the EPA WAM;
- Preparing short (less than 10 pages) issue papers and reports based on workgroup activities;
- Attending committee meetings and planning sessions;
- Preparing and distributing a brief summary after each meeting of action items, key issues and decisions;

**Task 4: Conference and Special Meeting Support**

The contractor will provide support for special meetings and conferences focusing on Homeland Security/Terrorism, including a follow-up conference on the Worker Health and Safety Technical Seminar held (TBD). The contractor also will provide support for additional homeland security conferences/meetings as directed by the EPA WAM. Topics for these



additional conferences/meetings may include crisis and risk communication, research and development, bioterrorism, and health and safety in emergency response settings.

Although specific activities will be described in technical direction, generally, the contractor will perform the following kinds of activities in support of conferences and meetings:

- Identifying and contracting for appropriate meeting space and sleeping rooms;
- Conducting site visits for candidate meeting spaces and hotels; to include light refreshments
- Registering participants, potentially through a Web-based registration process;
- Developing meeting materials, including development of display booths and participant packets;
- Providing on-site support, including facilitating sessions, registering participants, staffing display booths, taking notes, and supporting presenters; and
- Developing brief summaries from meetings.

**Task 5:      Quick Response Task: Development of Analytical Papers, Reports and Special Projects**

The contractor will develop short (generally less than 10 pages) analytical papers, plans, presentations, or reports on issues or actions that emerge from NRT/RRT Committee or subcommittee meetings. The contractor will work with the EPA WAM to ensure that these papers and reports are developed in the appropriate time frame based on the urgency of the issue. To develop these reports, the contractor will attend meetings, compile information from other sources, and develop drafts for review by EPA and other NRT/RRT members.

Because the number and topics of these products are currently unknown, details about the product(s) to be developed and time frames for delivery will be determined in technical direction provided by the EPA WAM. Upon receipt of the technical direction (by fax, e-mail, or hard copy), the contractor will respond with a short description of how it will perform the work.

**Task 6:      NRT WMD/Anti-Terrorism Project Support**

The contractor will provide support to the NRT and its committees to develop and implement WMD/anti-terrorism projects approved by the NRT. These projects include, but are not limited to:

- Revising the National Contingency Plan to make it consistent with the National Response Plan;
- Helping the NRT implement the National Response Plan, the National Incident Management System, Homeland Security Presidential Directive (HSPD)-8 and other HSPDs.

These projects will be further defined through technical direction by the EPA WAM and may emerge as a result of requests by the Department of Homeland Security or the Homeland Security Council.

**Task 7:      Homeland Security/Terrorism Incident and Exercise Support**

The contractor will provide coordination and technical support to the NRT for actions required in preparing or responding to homeland security/terrorism exercises or incidents or special projects. These exercises or projects will be further defined through technical direction by the EPA WAM and may emerge as a result of requests by the Department of Homeland Security or the Homeland Security Council.

**Task 8:      National Response Center Analysis and Recommendations**

The contractor will provide technical, coordination, and logistical support necessary for meetings of the National Response Center Advisory Group. Specifically, the contractor will provide the following technical and logistical support:

- Preparing draft agendas and briefing materials for meetings for review and approval by the EPA WAM;
- Distributing agendas to group members;
- Arranging for conference lines and meeting space at least two weeks before the meetings;
- Distributing group briefing materials approved by the EPA WAM to the NRT/RRT and committee members;
- Attending group meetings and planning sessions;
- Preparing a summary technical report after each meeting on key issues, decisions reached, and action items;
- Distributing the meeting summary and related materials.

The contractor will provide support to the NRT Response Committee in developing recommendations to the NRT regarding the National Response Center, specifically focusing on those recommendations dealing with WMD/Homeland Security.

**Task 9:      NRT/RRT Special Interest Projects**

The contractor will provide technical, coordination, and logistical support necessary for environmental or homeland security related meetings and projects that are of special interest to the NRT.

Because the number and topics of these products are currently unknown, details about the product(s) to be developed and time frames for delivery will be determined in technical direction provided by the EPA WAM. Upon receipt of the technical direction (by fax, e-mail, or hard copy), the contractor will respond with a short description of how it will perform the work.

## **5.0    DELIVERABLES**

The contract deliverables below will be developed during the course of this work assignment. Additional deliverables will be developed based on technical direction from the EPA WAM.

Deliverable

Due Date

0.1 Work Plan	Within 10 Business days from initiation
0.2 Monthly Progress Reports	Within 10 Business days from initiation
<hr/>	
1.1 Updated Annual Planning Document	Within 10 Business days from initiation
1.2 Final Planning Document	Within 10 days of receipt of final comments from the EPA WAM
1.3 Project Workload Analyses & Tracking Summaries	Within 10 Business days from initiation
1.4 Separate Planning Documents	Within 10 Business days from initiation
<hr/>	
2.1 Short Issue Papers/Draft Briefing Materials	Within 10 working days of receipt of TD from EPA WAM or as specified in the TD
<hr/>	
3.1 To be determined through technical direction from the EPA WAM.	Within 10 Business days from initiation
4.1 To be determined based on technical direction from the EPA WAM.	Within 10 Business days from initiation
<hr/>	
5.1 To be determined through technical direction from the EPA WAM.	Within 10 Business days from initiation the EPA WAM.
<hr/>	
6.1 To be determined through technical direction from the EPA WAM.	Within 10 Business days from initiation the EPA WAM.
<hr/>	

7.1 To be determined through technical direction from

Within 10 Business days from initiation of the EPA WAM.

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8.1 Updates to the NRC Analysis Final Report

Within 5 working days of receipt of final comments from the EPA WAM and NRT Response Committee.

### GOVERNMENT PRINTING

Performance under this work assignment calls for printing or duplication that exceeds the maximum limitations described in EPAAR 1552.208-70-*Printing*. Any printing or duplication called for under this work assignment in excess of those limits must be performed by EPA's Print Shop or by the Government Printing Office (GPO). The contractor will coordinate with the Work Assignment Manager (WAM) on all printing or duplication to be completed by EPA's Print Shop or the GPO.

### CONFLICT OF INTEREST

The contractor will identify in the work plan whether any apparent, potential, or actual conflicts of interest exist for any part of the work assignment. If conflicts exist, the contractor will list those conflicts and state how it proposes to neutralize or mitigate the conflicts. If no conflicts exist, the contractor will state that no conflicts exist.

### TRAVEL

Performance under this work assignment requires travel. The contractor will conduct local and Continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found here: [www.gsa.gov/ftr](http://www.gsa.gov/ftr). The contractor will conduct Outside the Continental United States (OCONUS) travel in accordance with DoD's Joint Travel Regulations found here: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The contractor will adhere to the requirements of Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this work assignment.

### GREEN MEETINGS AND CONFERENCES

Performance of this work assignment requires the contractor to perform meeting or conference support services. In performing those services and when setting up meetings and conferences, the contractor will follow the goals of *EPA's Green Meetings / Conferences Initiative* found here: <http://www.epa.gov/oppt/greenmeetings/index.htm>.

### COMMUNICATIONS PRODUCTS

Performance under this work assignment requires the contractor to develop deliverables that are considered by EPA to be "Communications Products". The contractor will develop Communications Products in accordance with *EPA's Policy and Implementation Guide for Communications Product Development and Approval* found here: <http://www.epa.gov/productreview/guide/index.html>.

Additionally, if Communications Products require the use of EPA graphics, logos, or other identifiable materials, the Communications Products are further subject to the standards in *EPA's Visual and Product Standards Graphics Manual* found here: <http://wedcor.cor.epa.gov/pages/TIM/VisualIdentity-6-19-07.pdf>.

#### DELIVERABLES

***Unless otherwise requested, the Contractor will prepare all documents using software compatible with OEM equipment and also use Fonts consistent with those identified in the OEM Graphic Manual.***

#### EXPENDITURE OF FUNDS/HOURS

In addition to the requirements of the contract, the Contractor will notify the WAM when 75% of funds and/or hours for this work assignment have been expended. The Contractor will not exceed either the dollar or professional labor hour budget of a work assignment without written approval from the CO.

#### CONFIDENTIAL BUSINESS INFORMATION (CBI)

If this work assignment requires use of CBI, the Contractor will abide by all EPA CBI requirements and stipulations. The Contractor will identify in the work plan budget all estimated costs for dealing with CBI requirements. All CBI must be returned to EPA as soon as it is no longer needed under this work assignment or before the expiration of the work assignment, whichever occurs first.

#### INHERENTLY GOVERNMENTAL FUNCTIONS (IGF)

The Contractor will not perform any IGF under this work assignment. If during the course of developing the plan of work, through receipt of technical direction, or in carrying out the assignment any portion of the effort is considered to possibly be an IGF, the Contractor must immediately notify the PO.

#### AUTOMATED DATA PROCESSING (ADP)

No Federal Information Processing (FIP) resources as defined in 41 CFR Ch. 201, Section 210-4 are to be delivered under this contract. The term, FIP resources, includes FIP equipment, software, services, support services, maintenance, related supplies, and systems.



<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number OP3-408	
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002	
Contract Number EP-W-08-036	Contract Period   05/05/2008   To   05/04/2013	Title of Work Assignment/SF Site Name NPPD Support	
Contractor SRA INTERNATIONAL, INC.		Specify Section and paragraph of Contract SOW	
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance  From   05/05/2012   To   05/04/2013	
Comments: The purpose of this amendment is to replace the current WAM Craig Beasley at beasley.craig@epa.gov (phone #202-564-2087) with the Project Officer Portia Perry at perry.portia@epa.gov (202-564-2285).			
<input type="checkbox"/> Superfund		Accounting and Appropriations Data	
		<input checked="" type="checkbox"/> Non-Superfund	
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.			
SFO (Max 2) <span style="border: 1px solid black; padding: 2px;">22</span>			
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)
			Budget Org/Code (Max 7)
			Program Element (Max 9)
			Object Class (Max 4)
			Amount (Dollars)
			(Cents)
			Site/Project (Max 8)
			Cost Org/Code (Max 7)
1			
2			
3			
4			
5			
Authorized Work Assignment Ceiling			
Contract Period: 05/05/2008   To   05/04/2013		Cost/Fee:                      LOE:   3,100  This Action:                      0  Total:                              3,100	
Work Plan / Cost Estimate Approvals			
Contractor W/P Dated:		Cost/Fee:                      LOE:	
Cumulative Approved:		Cost/Fee:                      LOE:	
Work Assignment Manager Name   Portia Perry		Branch/Mail Code:	
_____ (Signature)                      (Date)		Phone Number   202-564-2285	
		FAX Number:	
Project Officer Name   Portia Perry		Branch/Mail Code:	
_____ (Signature)                      (Date)		Phone Number:   202-564-2285	
		FAX Number:	
Other Agency Official Name		Branch/Mail Code:	
_____ (Signature)                      (Date)		Phone Number:	
		FAX Number:	
Contracting Official Name   Carolyn Mosinski		Branch/Mail Code:	
_____ (Signature)                      (Date)		Phone Number:   202-564-0962	
		FAX Number:	



<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number OP3-408 <input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-W-08-036	Contract Period   05/05/2008   To   05/04/2013 Base                      Option Period Number    3	Title of Work Assignment/SF Site Name NPPD Support								
Contractor SYSTEMS RESEARCH AND APPLICATIONS CORPORATION		Specify Section and paragraph of Contract SOW								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval		Period of Performance From   05/05/2012   To   05/04/2013								
Comments: Approval of the contractor's work plan and cost estimate dated May 29, 2011 for \$258,395.60 and LOE of 3100 hours.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) <span style="border: 1px solid black; padding: 2px;">22</span> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		05/05/2008 To 05/04/2013		Cost/Fee: \$0.00		LOE:				
This Action:		\$279,103.60								
Total:		\$279,103.60								
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		05/29/2012		Cost/Fee: \$279,103.60		LOE: 3,100				
Cumulative Approved:				Cost/Fee: \$279,103.60		LOE: 3,100				
Work Assignment Manager Name    Craig Beasley  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number   202-564-2087 FAX Number:				
Project Officer Name    Portia Perry  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number:   202-564-2285 FAX Number:				
Other Agency Official Name  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: FAX Number:				
Contracting Official Name    Lynette Gallion <div style="display: flex; justify-content: space-between;"> <div>             (Signature)         </div> <div>           6/12/12            (Date)         </div> </div>						Branch/Mail Code: Phone Number:   202-564-4463 FAX Number:				

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP3-408

☐ Other ☐ Amendment Number:

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 05/04/2013

Base Option Period Number 3

Title of Work Assignment/SF Site Name

NPPD SUPPORT

Contractor

SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 05/05/2012 To 05/04/2013

Comments:

This is a Work Assignment Initiation for Option Period 3 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO  
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 0

05/05/2008 To 05/04/2013

This Action:

3,100

Total:

3,100

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Craig Beasley

Branch/Mail Code:

Phone Number 202-564-2087

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name Manuela Meyer

Branch/Mail Code:

Phone Number: 202-564-1628

FAX Number: 202-565-2557

(Signature)

(Date)

Contracting Official Name Lynette Gallion

Branch/Mail Code:

Phone Number: 202-564-4463

FAX Number:

(Signature)

(Date)

5/2/2012

**CONTRACT NO:** EP-W-08-036

**WORK ASSIGNMENT NO:** OP3 408

**WORK ASSIGNMENT TITLE:** National Preparedness and Planning Division Support

**WORK ASSIGNMENT MANAGER:** Craig Beasley, COR  
Office of Emergency Management (OEM),  
Mail Code: 5104A  
Phone: 202-564-2087

**PROJECT OFFICER:** Portia Perry  
OSWER/OEM  
Mail Code: 5104A  
Phone: 202-564-2285

**Period of Performance:** 5-4-12 through 5-4-13

**Level of Effort**

The estimated level of effort (LOE) for this work assignment is 3100 hrs. The contractor shall not exceed the estimated LOE/\$ amount in the final approved work plan. Any increase must be initiated through a formal work assignment amendment.

**Background:**

The Office of Emergency Management (OEM) is responsible for providing policy, programmatic support and technical assistance to HQ and Regional EPA preparedness, planning and response programs operating under the authorities of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), amended by the Superfund Amendment and Reauthorization Act, (SARA), the Clean Water Act (CWA), the Oil Pollution Act (OPA) of 1990, the Stafford Act, Clean Air Act 112r, NCP, NRP, NISM, The Homeland Security Act, and various Homeland Security presidential directives. The National Planning and Preparedness Division (NPPD) has a role in planning and preparedness activities for OEM, a role that has greatly enhanced the National Approach to Response, and supporting the readiness effort of the Department of Homeland Security.

**Description:** Under the National Approach to Response (NAR) priority #1, OEM has a need to conduct exercises in accordance with the National Exercise and Training Strategy.

**Task 1: Support for National Exercise and Training Strategy**

The National Exercise and Training Strategy is a dynamic document. The contractor shall provide technical/administrative support for updates to the Strategy and supporting documents, as well as support for implementation of various aspects of the Strategy as they are developed by EPA. In addition, provide technical and administrative support for the development of an Annual Training and Exercise Plan in support of NAR-1 Strategy.

The contractor will:

- Ensure that all technical direction received falls within the scope of work, prior to initiating any action;
- Discuss deliverable schedules with the EPA WAM;
- Ensure completion of all contract deliverables;
- Keep the EPA WAM informed of interim products needed to meet official contract deliverables;
- Assist in resource planning, and manage the budget and hours to ensure accurate and effective financial tracking;
- Ensure that a thorough quality control review is performed on all contract and non-contract draft and final deliverables;
- Draft monthly progress and financial reports that accurately record the LOE expended, clearly articulate the work completed and work planned for the subsequent month, and identify problems encountered and redemption activities;
- Meet monthly, or as frequently as agreed to, with the EPA WAM to discuss the progress of the tasks;
- Maintain copies of all deliverables and maintain a record of deliverables submitted to the EPA WAM; and
- Submit for inspection, upon request from EPA, copies of all work in progress

The contractor's Program Manager will review the work assignment and the various tasks to determine the most appropriate personnel assignments. The contractor will discuss the scope of work with the EPA WAM to ensure understanding and related preferences and/or requirements for deliverables and the working relationship. The contractor will prepare a work plan including a staffing plan and a cost estimate in anticipation of the kinds of support that may be requested via Technical Direction. The work plan will address each task in the work assignment and detail the way the task will be performed. Where requirements are specific enough to identify individual deliverables, such deliverables will be noted and a schedule for their completion shall be provided.

The staffing plan will reflect the individuals assigned to perform the various tasks.

The cost estimate will identify the selected staff, and the hours estimated to be required for each person. It will be priced using the estimated level of effort (hours) identified on the OEM Work Assignment, and associated labor costs. The tasks will be examined to determine if Other Direct Costs (ODCs) or remote travel are required. If such cost elements are estimated to be required, they will be quantified, priced, and included

## **Task 2: Support for Intra-Agency Exercises.**

The contractor shall provide technical support for the development and delivery of exercises EPA is participating in. It is anticipated that the Headquarters Emergency Operations Center will conduct at least 2 Headquarter Tabletop exercises during this period of performance. Duration of the tabletops could be two (2) full days. Objectives for each exercise will be detailed in a TDF, however, it is expected that some of the exercise objectives may include the testing of: Incident Command Structure (ICS), Incident Management Plans, Communications and Coordination, Notification Plan, Data and Information Management Plans and overall intra-agency coordination. Some exercises will be planned and conducted with our regions as well as other EPA HQ's programs.

EPA conducts exercises for major conferences and meetings. Technical exercise support may also be needed for these events. A detailed TDF will outline the specifics for this type of exercise support.

The contractor support to OEM for this task could include:

- Support to meetings involving the preparation of the Tabletop Exercise, note-taking and meeting summaries to be included;
  - Background research on topics related to the tabletop exercise, and necessary background documents that will give participants a clearer understanding of the exercise;
  - High-level subject matter expertise provided by senior level of the contractor's staff for the development of exercise materials;
  - Development of scenarios and exercise injects;
  - Development and maintenance of exercise-related materials, including the players' guide, special topic briefings, scenario briefings, and situation reports;
  - Development of a method to track issues, including creating an issues team composed of representatives from the areas being tested;
  - Participation in the tabletop exercise as players, controllers, evaluators, providing response support at appropriate locations; and
- Preparation of lessons learned and after action reports, issue matrices and memoranda.

### **Task 3: Support for Inter-agency Exercises**

EPA may be involved in interagency exercises and may require technical assistance for EPA's participation in the exercises, including support in the development of scenarios and exercise injects; development and maintenance of exercise related materials, participation as players-controllers-evaluators; and providing response support at appropriate locations. Some exercises will be planned and conducted with our regions as well as other EPA HQ's programs.

The types of activities could include:

- Collaborate with EPA and other agency POCs, as directed, to define the duration, participants, objectives and other elements of the exercise;
- Conduct background research and create background documents;
- Coordinate needed resources;
- Develop background and exercise materials;
- Facilitate plenary and breakout sessions during the exercise;
- Evaluate effectiveness of the exercise and the level of input of specific agencies;
- Create After Action Report based on findings from the issues team; and
- Any additional follow-up work, as needed.

**Description:** OEM has a need to conduct research to structure meetings, conference calls and develop directives and guidance's.

### **Task 4: Meetings/Conferences/Guidance/ Research Development**

The contractor shall provide for meeting (including conference call) & workgroup support to the Regional Removal Managers, OSC Readiness Task Force and other NPPD- led activities. Contractor will facilitate meetings as needed. As needed, the contractor shall assist in the development of meeting materials, compilation of background materials prior to each meeting and support any specifically identified follow-up efforts. The contractor shall provide note-taking and summary papers to the EPA technical lead for the meeting. Post-meetings support by Contractor shall include development of meeting summaries and follow-up issues papers and other documents from action-items agreed upon at said meetings. For conference calls, Contractor shall anticipate the need for support. The Contractor shall anticipate travel for two (2) individuals for three (3) meetings for three (3) work days( 4 night hotel stays) for budget purposes, assume travel (2 trips) to Los Angeles, Las Vegas and Atlanta. The exact location and time of the meeting will be defined in a Technical Direction Form (TDF) from the EPA WAM. Contractor will research, generate or develop materials that will aid in directive and guidance development.

**Deliverables:**

Deliverable Number	Deliverable Title	Due Date
1-0	Work Plan	TBD
1-1	Monthly progress reports	TBD
1-2	Facilitations Note/ Comments	One week after the facilitated Session
1-3	Meeting Materials	Three days prior to meeting
1-4	Note-Taking/Coordination Task	Minutes due three days of completion of meeting
	Research/ Guidance Development	TBD upon request by requestor

**Contractor Staff Qualifications:**

The contractor staff assigned to this Work Assignment shall possess proficiency in the following software/hardware:

- Power point
- Excel Spread Sheet
- Web EOC
- Microsoft Word
- Other IT Programs

**GOVERNMENT PRINTING**

Performance under this work assignment calls for printing or duplication that exceeds the maximum limitations described in EPAAR 1552.208-70-*Printing*. Any printing or duplication called for under this work assignment in excess of those limits must be performed by EPA's Print Shop or by the Government Printing Office (GPO). The contractor will coordinate with the Work Assignment Manager (WAM) on all printing or duplication to be completed by EPA's Print Shop or the GPO.

## CONFLICT OF INTEREST

The contractor will identify in the work plan whether any apparent, potential, or actual conflicts of interest exist for any part of the work assignment. If conflicts exist, the contractor will list those conflicts and state how it proposes to neutralize or mitigate the conflicts. If no conflicts exist, the contractor will state that no conflicts exist.

## TRAVEL

Performance under this work assignment requires travel. The contractor will conduct local and Continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found here: [www.gsa.gov/fttr](http://www.gsa.gov/fttr). The contractor will conduct Outside the Continental United States (OCONUS) travel in accordance with DoD's Joint Travel Regulations found here: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The contractor will adhere to the requirements of Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this work assignment.

## GREEN MEETINGS AND CONFERENCES

Performance of this work assignment requires the contractor to perform meeting or conference support services. In performing those services and when setting up meetings and conferences, the contractor will follow the goals of *EPA's Green Meetings / Conferences Initiative* found here: <http://www.epa.gov/oppt/greenmeetings/index.htm>.

## COMMUNICATIONS PRODUCTS

Performance under this work assignment requires the contractor to develop deliverables that are considered by EPA to be "Communications Products". The contractor will develop Communications Products in accordance with *EPA's Policy and Implementation Guide for Communications Product Development and Approval* found here: <http://www.epa.gov/productreview/guide/index.html>.

Additionally, if Communications Products require the use of EPA graphics, logos, or other identifiable materials, the Communications Products are further subject to the standards in *EPA's Visual and Product Standards Graphics Manual* found here: <http://wedcor.cor.epa.gov/pages/TIM/VisualIdentity-6-19-07.pdf>.

## DELIVERABLES

***Unless otherwise requested, the Contractor will prepare all documents using software compatible with OEM equipment and also use Fonts consistent with those identified in the OEM Graphic Manual.***



#### EXPENDITURE OF FUNDS/HOURS

In addition to the requirements of the contract, the Contractor will notify the WAM when 75% of funds and/or hours for this work assignment have been expended. The Contractor will not exceed either the dollar or professional labor hour budget of a work assignment without written approval from the CO.

#### CONFIDENTIAL BUSINESS INFORMATION (CBI)

If this work assignment requires use of CBI, the Contractor will abide by all EPA CBI requirements and stipulations. The Contractor will identify in the work plan budget all estimated costs for dealing with CBI requirements. All CBI must be returned to EPA as soon as it is no longer needed under this work assignment or before the expiration of the work assignment, whichever occurs first.

#### INHERENTLY GOVERNMENTAL FUNCTIONS (IGF)

The Contractor will not perform any IGF under this work assignment. If during the course of developing the plan of work, through receipt of technical direction, or in carrying out the assignment any portion of the effort is considered to possibly be an IGF, the Contractor must immediately notify the PO.

#### AUTOMATED DATA PROCESSING (ADP)

No Federal Information Processing (FIP) resources as defined in 41 CFR Ch. 201, Section 210-4 are to be delivered under this contract. The term, FIP resources, includes FIP equipment, software, services, support services, maintenance, related supplies, and systems.

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP3-409

☐ Other ☐ Amendment Number:

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 05/04/2013

Base

Option Period Number 3

Title of Work Assignment/SF Site Name

Regulatory Support NCP Sub J

Contractor

SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☒

Work Plan Approval

Period of Performance

From 05/05/2012 To 05/04/2013

Comments:

Approval of the contractor's work plan and cost estimate dated May 29, 2012 for \$105,160.97 and LOE of 0000 hours.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO  
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

05/05/2008 To 05/04/2013

Cost/Fee: \$0.00

LOE:

This Action:

\$105,160.97

Total:

\$105,160.97

## Work Plan / Cost Estimate Approvals

Contractor WP Dated: 05/29/2012

Cost/Fee: \$105,160.97

LOE: 1,000

Cumulative Approved:

Cost/Fee: \$105,160.97

LOE: 1,000

Work Assignment Manager Name Nick Nichols

Branch/Mail Code:

Phone Number 202-564-1970

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Lynette Gallion

Branch/Mail Code:

Phone Number: 202-564-4463

FAX Number:

(Signature)

(Date)

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP3-409

☐ Other ☐ Amendment Number:

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 05/04/2013

Base Option Period Number 3

Title of Work Assignment/SF Site Name

Regulatory Support NCP Sub J

Contractor

SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 05/05/2012 To 05/04/2013

Comments:

This is a Work Assignment Initiation for Option Period 3 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO  
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 0

05/05/2008 To 05/04/2013

This Action:

1,000

Total:

1,000

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Nick Nichols

Branch/Mail Code:

Phone Number 202-564-1970

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name Manuela Meyer

Branch/Mail Code:

Phone Number: 202-564-1628

FAX Number: 202-565-2557

(Signature)

(Date)

Contracting Official Name Lynette Gallion

Branch/Mail Code:

Phone Number: 202-564-4463

FAX Number:

(Signature)

(Date)

4/27/2012

## Statement of Work

Contract No: EP-W-08-036

Work Assignment: Systems Research Applications (SRA)

I. Title - Regulatory Support National Contingency Plan- Subpart J Product Schedule (OP3-409)

II. Work Assignment Manager

William Nichols "Nick"  
USEPA/OSWER/OEM/RPDD  
Mail Code 5104A  
1200 Pennsylvania, Ave, NW  
Washington, DC 20460  
Telephone: (202) 564 1970  
Fax: (202) 564-2625  
Email: nichols.nick@EPA.GOV

Alternate  
Vanessa Principe  
US EPA/OSWER/OEM/RPDD  
Mail Code 5104A  
1200 Pennsylvania, Ave, NW  
Washington, DC 20460  
Telephone: (202) 564 7913  
Fax: (202) 564-2625  
Email: principe.vanessa@EPA.GOV

III. Level of Effort

LOE Hours Total 1000

IV. Period of Performance

CO Approval through May 4, 2013

V. **Scope of Work**

Background information:

The Regulatory and Policy Development Division is responsible for the revision of the National Contingency Plan Subpart J Product Schedule regulation. New efficacy and toxicity test are proposed. This rulemaking effort is scheduled to go to OMB in 2012.

National Contingency Plan Subpart J (SOW cites 2-1)

Regulatory Support:

**Task: 1. Data analysis (SOW cites 2-1)**

The contractor shall provide analysis of additional data for the rule. The contractor shall provide a draft of updated estimates to the WAM after receiving a TDF.

**Task 2- Economic analyses (SOW cites 1-3,14)**

The contractor shall prepare final copies of the Economic Analysis (EA) as required under Executive Order 12866 (or other equivalent cost/benefit analysis document that describes the level of analysis for the regulatory action) and other relevant material required to complete the rulemaking.

**Task 3 - Outline of comment summaries (SOW cites 1-16,17)**

The contractor shall submit outline of comment summaries for the proposed rule to the WAM for review. Timing of completion of draft comment summaries will be determined by the WAM based on the number of comments received during the public comment period and the regulatory schedule, and the WAM will inform the contractor of that timing through a TDF. Draft comment response discussion points for the final rule will be based on decisions reached at workgroup meetings. The contractor shall submit draft response to comment documents as issues are resolved during regulatory workgroup,

**Task 4 - Miscellaneous rule documents (SOW cites 1-18, 17)**

The contractor shall develop draft documents for the rule as follows: briefing materials, fact sheets on technical issues, workgroup meeting notes, status reports, data summaries and analyses, conference papers, issue and options papers, regulatory development schedules and tracking devices, and approximately 2 special analyses and presentations as identified in a TDF.

**Task 5 - Meeting Support (SOW cites 3 and 4)**

The contractor shall submit draft technical summaries of regulatory workgroup related meetings to the WAM. The contractor may assist in preparing background information for presentations given at conferences, workshops, and meetings regarding NCP implementation outreach activities and Subpart J of the National Contingency Plan. This is an ongoing effort that will not be completed until the WA expires. A due date and work/schedule under this activity will be specified in greater detail and confirmed by a TDF as announcements are received and reviewed by the WAM. The WAM will provide at least two weeks notice to contractor before background information is due. The contractor shall attend workgroup meetings, as necessary, no more than 3 per year. The contractor shall provide technical summaries of this information to the WAM within 7 days of attendance, for review and approval. The WAM will notify the contractor of attendance, location and time of each meeting at least one week in advance via TDF.

## **VI. Deliverables**

The contractor shall provide monthly progress reports to the WAM highlighting accomplishments and findings, and identifying actual or potential problem areas or issues. At the direction of the WAM, deliverables will be hard copy and/or in Word, a spreadsheet program, a database program compatible with Agency software, HTML web ready, and/or CD-ROM, as needed.

The dates for the following deliverables will be based on the following schedule:

<u>Deliverable</u>	<u>Time for Delivery</u>
Task 1	Within two weeks of receiving a TDF. Any revisions shall be completed within one week of receiving comments from the WAM.
Task 2	The contractor shall submit draft economic analysis documents to the WAM three weeks prior to the regulatory review process (scheduling of the regulatory review process is based on resolution of all regulatory issues and the contractor will be informed of this date). The contractor shall make revisions from the concurrence process two weeks prior to OSWER signoff. The contractor shall submit any revisions based on the signoff process one month prior to the date scheduled for the Administrator's approval.

Task 3	<p>Within two weeks after receipt of the approved Work Assignment. Issue analysis will be revised within one week of receipt of the WAM's comments and will be completed within three weeks of when decisions are reached at a workgroup meeting. Discussion points will be revised within one week of the receipt of the WAM's comments. The contractor shall submit draft responses no later than three weeks prior to the regulatory review process for the rule. Draft response to comment document shall be revised within one week of receipt of comments from the WAM. Revision from the concurrence process shall be made three weeks prior to OSWER signoff. Revision based on the WAM's comments will be made within one week of receipt. Any revisions based on the signoff process shall be submitted one month prior to when Administrator approval is expected.</p>
Task 4	<p>The contractor shall submit technical summaries no later than two weeks after the meeting. The summaries shall be delivered within three days after the WAM has returned the document with comments. Deliverables required prior to the meeting shall be completed in no less than five working days after receipt of the TDF and two days prior to the scheduled meeting or as directed in the TDF.</p>

Task 5	The contractor shall submit technical summaries no later than two weeks after the meeting. The summaries shall be delivered within three days after the WAM has returned the document with comments. Deliverables required prior to the meeting shall be completed in no less than five working days after receipt of the TDF and two days prior to the scheduled meeting or as directed in the TDF.
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## **VII. Travel**

The contractor shall be required to travel (local) under this work assignment. Meetings are anticipated in the Washington, DC area. COR plans on at least one national meeting. All non-local travel is to be approved in advance by the Project Officer.



<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number OP3-410								
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-W-08-036	Contract Period   05/05/2008   To   05/04/2013 Base                      Option Period Number    3	Title of Work Assignment/SF Site Name Support for RSC								
Contractor SYSTEMS RESEARCH AND APPLICATIONS CORPORATION		Specify Section and paragraph of Contract SOW								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval		Period of Performance From   05/05/2012   To   05/04/2013								
Comments: Approval of the contractor's work plan and cost estimate dated May 29, 2012 for \$251,291.92 and LOE of 2800 hours.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) <span style="border: 1px solid black; padding: 2px;">22</span> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		05/05/2008 To 05/04/2013		Cost/Fee: \$0.00		LOE:				
This Action:		\$251,291.92								
Total:		\$251,291.92								
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		05/29/2012		Cost/Fee: \$251,291.92		LOE: 2,800				
Cumulative Approved:				Cost/Fee: \$251,291.92		LOE: 2,800				
Work Assignment Manager Name   Sherry Fielding						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
Project Officer Name   Portia Perry						Phone Number   202-564-6174				
_____ (Signature)						_____ (Date)				
Other Agency Official Name						FAX Number:				
_____ (Signature)						_____ (Date)				
Contracting Official Name   Lynette Gallion						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
						Phone Number: 202-564-4463				
						FAX Number:				

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number OP3-410			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-W-08-036		Contract Period   05/05/2008   To   05/04/2013 Base                      Option Period Number    2		Title of Work Assignment/SF Site Name Support for Response Support C					
Contractor SYSTEMS RESEARCH AND APPLICATIONS CORPORATION				Specify Section and paragraph of Contract SOW					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   05/05/2012   To   05/04/2013			
Comments: This is a Work Assignment Initiation for Option Period 3 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.									
<input type="checkbox"/> Superfund                                              Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund									
SFO (Max 2) <span style="border: 1px solid black; padding: 2px;">22</span> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:		LOE: 0					
05/05/2008 To 05/04/2013									
This Action:				2,800					
Total:				2,800					
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:				Cost/Fee:		LOE:			
Cumulative Approved:				Cost/Fee:		LOE:			
Work Assignment Manager Name   Sherry Fielding						Branch/Mail Code:			
_____ (Signature)                                              (Date)						Phone Number   202-564-6174			
						FAX Number:			
Project Officer Name   Portia Perry						Branch/Mail Code:			
_____ (Signature)                                              (Date)						Phone Number: 202-564-2285			
						FAX Number:			
Other Agency Official Name   Manuela Meyer						Branch/Mail Code:			
_____ (Signature)                                              (Date)						Phone Number: 202-564-1628			
						FAX Number: 202-565-2557			
Contracting Official Name   Lynette Gallion						Branch/Mail Code:			
_____ (Signature)                                              (Date)						Phone Number: 202-564-4463			
						FAX Number:			

**Contract No.:** EP-W-08-036

**Work Assignment No.:** OP3-410

**Work Assignment Title:** Support for Response Support Corps (RSC)

**Work Assignment Manager (WAM):** Sherry Fielding, 202-564-6174, 5104A

**Alternate (WAM):** Lisa Boynton, 202-564-2487, 5104A

### **Statement of Work**

#### **Background**

As one aspect of implementing EPA's National Approach to Response Policy, the Administrator established the Response Support Corps in September 2003. One of the lessons learned in the Agency's responses to the World Trade Center and Pentagon terrorist attacks, the anthrax contamination, and the crash of the Columbia Space Shuttle was that, for EPA's emergency response program to be effective, significant additional resources may be needed to support EPA's On-Scene Coordinators and others during responses to incidents. The Agency must prepare for the very real possibility of multiple significant national incidents, such as chemical, biological, or radiological emergencies, or natural disasters. This was very clear during the EPA response to Hurricanes Katrina and Rita, as well. The Response Support Corps (RSC) is a way to maximize EPA's response capabilities within our current resource base.

EPA's Response Support Corps is a group of EPA employees, organized in each Region and at Headquarters, who will provide various forms of support as the situation requires. The National Incident Coordination Team (NICT) (for HQ) and the Regional Incident Coordination Teams (RICTs) (for each Region) will manage the RSCs. The NICT and RICTs will recruit, train, and assist in the deployment of the RSC members. RSC members will be assigned to specific tasks on an as-needed and rotational basis.

#### **Work Assignment Purpose**

The majority of RSC members nationwide has received "orientation" training and has taken online training which is required under the Agency's compliance with the National Integration Management System (NIMS). This training consisted of an overview of EPA's approach to response, an introduction to the Agency's emergency response organizational structure, and an introduction to the Incident Command System (ICS). The online training

describes the ICS system in more detail. The focus in past years has been on recruitment and on training of those recruited.

The Response Support Corps Order, signed in 2009, identifies the requirement to exercise members of the RSC annually. Based on this, there will be increased emphasis on development and delivery of exercises across the country. Exercise development should be specific to each location, and be deliverable within a 2 hour period. Exercises will be delivered for the offices in the DC area as well as other Headquarters' locations as well as the ten regional offices. The exercise will primarily familiarize the attendee with various Incident Command System (ICS) forms and the type of information that is available during responses.

In addition to maintaining Orientation training, position-specific ICS training will be offered for some RSC members to enable them to more effectively assist in the Emergency Operations Center (EOC). Following such training, the contractor will assist in hot-washes and incorporating changes to the training based on trainee feedback and technical direction from the WAM. A variety of delivery methods will be utilized, including in person as well as through webinar or other electronic means.

EPA will require assistance in developing agendas for regular conference calls, which also can serve as "mini refresher training sessions" as well as for more in-depth training and exercises.

There are two working groups which together support efforts for the RSC; first a group of Regional representatives from each of the 10 Regions who are responsible for both the RSC program in their Region, and also providing input and advice for the National Program. Additionally, the Headquarters National Incident Coordinating Team has appointed RSC contacts for the various offices within EPA Headquarters. These contacts meet regularly and are responsible for identifying and coordinating with RSC members in their respective offices. A strategy for the National RSC has been developed in 2012, and as part of implementing the program consistently at the National level there will be a national meeting. It will be scheduled to include training on the new database which is housed in the EPA Emergency Management Portal. The meeting will also focus on communication of the RSC Strategy which will move the program from active recruitment to maintenance of the corps. The meeting will likely be held in the fall of 2012 in the central part of the country to facilitate travel and will be located in a regional city to avoid renting space. SRA will provide one person to participate in this meeting which will be approximately two days long. Assistance in planning and facilitating this meeting will be provided through this work assignment.

### **Task 1: Work Plan**

The contractor shall prepare a work plan that includes a staffing plan as well as a detailed cost

estimate. The work plan shall include a description of the level of effort necessary to complete the work identified in the work assignment.

Schedule for Deliverables: The work plan shall be delivered within 21 days of receipt of this work assignment.

## **Task 2: Meeting Support**

The contractor shall participate in scheduled conference calls for the purpose of providing meeting summaries and to receive guidance and information relating to other tasks related to this work assignment. The RSC conference calls with both the Regions and HQ offices will be scheduled quarterly, unless changed by the WAM. The contractor will develop agendas for the WAMs review and will distribute the agenda for review to the participants as well as arrange for meeting space and conference lines. The contractor will develop materials as requested for RSC activities, including national workshops, and meetings. Contractor shall provide support to EPA in the development of materials for distribution to Regions and members of the HQ RSC. For example, the contractor shall assist in the preparation of materials for presentation at workshops, white papers, fact sheets, tables and charts, outreach materials, and background materials. The meeting will likely be held in the fall of 2012 in the central part of the country to facilitate travel and will be located in a regional city to avoid renting space. Approximately 15 regional and headquarters staff will attend. SRA will provide one person to participate in this meeting which will be approximately two days long. The contractor shall travel to attend the training/meeting and provide onsite assistance. The contractor shall provide technical and administrative support for related meetings to include:

- Schedule conference calls/meetings;
- Prepare draft agendas, briefing materials, and other background materials;
- Prepare final copies of agendas, briefing materials, and other background materials incorporating edits from the EPA WAM and meeting participants;
- Distribute agendas, briefing materials, meeting summaries, and other background materials approved by the EPA WAM to meeting participants;
- Participate in meetings to provide technical assistance, facilitation, and/or capture key points and decision items;
- Prepare draft summary technical reports after each meeting including key issues, decisions, findings, and recommendations;
- Revise draft technical meeting summaries to incorporate comments from the EPA WAM and participants, and prepare final meeting summaries;
- Maintain site for regional and headquarters access to meeting materials, agendas, and notes; and
- Provide logistical and administrative support for a national meeting/training.

## **Task 3: Outreach and Retention**

The contractor will work with the WAM to prepare materials for promoting and maintaining membership in the RSC, some targeting specific audiences. A traveling RSC booth will be updated for display at national or regional level meetings, including graphics for use at a variety of venues, both headquarters and regional. When requested, assistance will be provided to staff the booth at various functions.

Materials to be used in outreach and retention may include revisions of a wide variety of current materials including videos.

Quarterly updates will be developed with input from regional and headquarters offices which tracks the progress being made in RSC and serves as an information conduit for members.

Articles will be solicited; however the contractor will ensure appropriate editing and formatting of the update.

Schedule for Deliverables: All deliverables will be provided in an electronic format as specified by the WAM. Graphics will be provided in draft form prior to production for WAM approval. The schedule for deliverables will vary, depending on the nature of the deliverable. It is expected that deliverables will be provided within 4 days of WAM approval. The specific deliverable schedules will be outlined via Technical Direction Form (TDF) to the contractor.

#### **Task 4: Training and Exercises**

The contractor will work with the WAM to implement training and exercises for current and new RSC members. This assistance will also include developing courses to be delivered via webinar. This may also include development of experiential and/or table-top exercises that will test the ability of RSC members to serve in specific or general positions in the EOC

- Assisting the WAM with the preparation of training agendas, training materials, scenario development and other background materials;
- Prepare exercise materials (draft and final), arrange logistics for exercises and deliver exercise to headquarters RSC members.
- Assisting in the production of a training course for nationwide use including scripting and filming;
- Participating in meetings/conference calls to provide technical assistance and facilitation and to capture key points raised during planning for or implementation of trainings;
- Preparing a draft summary of issues raised during each session;
- Providing assistance in the delivery of the training, as requested;
- Incorporating comments from the WAM and preparing the final training/exercise materials.

Schedule for Deliverables: All deliverables will be provided in an electronic format as specified by the WAM. Meeting/call summaries will be delivered within one week after each meeting/call.

The schedule for deliverables will vary, depending on the schedule for meetings/calls and on the nature of the deliverable. Therefore, the specific deliverable schedule will be outlined via Technical Direction Form (TDF) to the contractor.

#### **Task 5: Support for RSC National Database**

The contractor will provide support for the operation, maintenance, and use of Field Readiness which resides on EPA's Emergency Management portal. The contractor will continue to provide support for the RSC database to headquarters and Regional offices, working with Guident, the developer of the system. The contractor will:

- Provide facilitation and assistance in use of RSC data on Field Readiness portal.

Schedule for Deliverables: The schedule for deliverables will vary, depending on the complexity or the request. In general, requests should be responded to within 24 hours, although resolution will be request specific. Requests for reports and reports of erroneous data should be filled or corrected within one business day, while documentation and other changes to the data structure will be discussed with the contractor and outlined via Technical Direction Form (TDF).

#### **TECHNICAL DIRECTION**

In accordance with EPAAR 1552.237-71–*Technical Direction*, the Work Assignment Manager (WAM) will provide Technical Direction during performance of this Work Assignment.

Technical direction includes:

- (1) Instruction to the contractor that approves approaches, solutions, designs, or refinements; fills in details; completes the general description of work; shifts emphasis among work areas or tasks; and
- (2) Evaluation and acceptance of reports or other deliverables.

Technical Direction must be within the scope of the contract-level SOW. The WAM does not have the authority to issue Technical Direction which:

- (1) Requires additional work outside the scope of the contract or Work Assignment;
- (2) Constitutes a change as defined in the "Changes" clause;
- (3) Causes an increase or decrease in the estimated cost of the contract or Work Assignment;
- (4) Alters the period of performance of the contract or Work Assignment; or
- (5) Changes any of the other express terms or conditions of the contract or Work Assignment.

Technical Direction will be issued in writing by the WAM, or confirmed by the WAM in writing within five (5) calendar days after oral issuance.

## CONFLICT OF INTEREST

The contractor shall identify in the work plan whether any apparent, potential, or actual conflicts of interest exist for any part of the work assignment. If conflicts exist, the contractor shall list those conflicts and state how it proposes to neutralize or mitigate the conflicts. If no conflicts exist, the contractor shall state that no conflicts exist.

## TRAVEL

Performance under this work assignment requires travel. The contractor shall conduct local and Continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found here: [www.gsa.gov/ftr](http://www.gsa.gov/ftr). The contractor shall conduct Outside the Continental United States (OCONUS) travel in accordance with DoD's Joint Travel Regulations found here: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The contractor shall adhere to the requirements of Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this work assignment.

## GREEN MEETINGS AND CONFERENCES

Performance of this work assignment requires the contractor to perform meeting or conference support services. In performing those services and when setting up meetings and conferences, the contractor shall follow the goals of *EPA's Green Meetings / Conferences Initiative* found here: <http://www.epa.gov/oppt/greenmeetings/index.htm>.

## COMMUNICATIONS PRODUCTS

Performance under this work assignment requires the contractor to develop deliverables that are considered by EPA to be "Communications Products". The contractor shall develop Communications Products in accordance with *EPA's Policy and Implementation Guide for Communications Product Development and Approval* found here: <http://www.epa.gov/productreview/guide/index.html>.

Additionally, if Communications Products require the use of EPA graphics, logos, or other identifiable materials, the Communications Products are further subject to the standards in *EPA's Visual and Product Standards Graphics Manual* found here: <http://wedcor.cor.epa.gov/pages/TIM/VisualIdentity-6-19-07.pdf>.



**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP3-411

☐ Other ☒ Amendment Number:

000003

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 05/04/2013

Base Option Period Number 3

Title of Work Assignment/SF Site Name

NRT/RRT

Contractor

SRA International, Inc.

Specify Section and paragraph of Contract SOW

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 05/05/2012 To 05/04/2013

Comments:

The purpose of this amendment is to reinstate Craig Beasley at beasley.craig@epa.gov (phone #202-564-2087) as the primary WAM.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO  
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 3,200

05/05/2008 To 05/04/2013

This Action:

0

Total:

3,200

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Craig Beasley

Branch/Mail Code:

Phone Number 202-564-2087

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Carolyn Mosinski

Branch/Mail Code:

Phone Number: 202-564-0962

FAX Number:

(Signature)

(Date)



<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460		Work Assignment Number OP3-411								
<b>Work Assignment</b>		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-W-08-036		Contract Period   05/05/2008   To   05/04/2013 Base                      Option Period Number      3								
Contractor SYSTEMS RESEARCH AND APPLICATIONS CORPORATION		Title of Work Assignment/SF Site Name NRT/RRT								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval		Period of Performance From   05/05/2012   To   05/04/2013								
Comments: Approval of the contractor's work plan and cost estimate dated May 30, 2012 for \$376,475.48 and LOE of 3200 hours.										
<input type="checkbox"/> Superfund		Accounting and Appropriations Data								
		<input checked="" type="checkbox"/> Non-Superfund								
SFO (Max 2) <span style="border: 1px solid black; padding: 2px;">22</span>		Note: To report additional accounting and appropriations data use EPA Form 1900-69A.								
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee: \$0.00				LOE:				
05/05/2008 To 05/04/2013										
This Action:		\$376,475.48								
Total:		\$376,475.48								
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		05/30/2012		Cost/Fee: \$376,475.48		LOE: 3,200				
Cumulative Approved:				Cost/Fee: \$376,475.48		LOE: 3,200				
Work Assignment Manager Name   Craig Beasley						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
Project Officer Name   Portia Perry						Phone Number   202-564-2087				
_____ (Signature)						_____ (Date)				
Other Agency Official Name						FAX Number:				
_____ (Signature)						_____ (Date)				
Contracting Official Name   Lynette Gallion						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
6/14/12						Phone Number: 202-564-4463				
_____ (Signature)						_____ (Date)				
						FAX Number:				

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP3-411

☐ Other ☐ Amendment Number:

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 05/04/2013

Base Option Period Number 3

Title of Work Assignment/SF Site Name

NRT/RRT

Contractor

SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 05/05/2012 To 05/04/2013

Comments:

This is a Work Assignment Initiation for Option Period 3 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO  
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 0

05/05/2008 To 05/04/2013

This Action:

3,200

Total:

3,200

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Craig Beasley

Branch/Mail Code:

Phone Number 202-564-2087

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name Manuela Meyer

Branch/Mail Code:

Phone Number: 202-564-1628

FAX Number: 202-565-2557

(Signature)

(Date)

Contracting Official Name Lynette Gallion

Branch/Mail Code:

Phone Number: 202-564-4463

FAX Number:

(Signature)

(Date)

5/9/2012

## WORK ASSIGNMENT STATEMENT OF WORK

WORK ASSIGNMENT NUMBER: OP3-411

WORK ASSIGNMENT TITLE: National Response Team/Regional Response Team Support

CONTRACTOR: SRA

CONTRACT NUMBER: EP-W-08-036

WORK ASSIGNMENT MANAGER: ALT. WORK ASSIGNMENT MANAGER:

Craig Beasley

Mail Code: 5104A

Phone: (202) 564-2087

Fax: (202) 564-2620

Mail Code:

Phone:

Fax:

ESTIMATED PERIOD OF PERFORMANCE: May 5, 2012 through May 4, 2013

### Level of Effort

The estimated level of effort (LOE) for this work assignment is 3,200 hrs. The contractor shall not exceed the estimated LOE amount in the final approved work plan. Any increase must be initiated through a formal work assignment amendment.

## **INTRODUCTION**

The National Response Team (NRT) is the organization responsible for national planning and coordination of the National Response System (NRS), as identified in the National Oil and Hazardous Substances Pollution Contingency Plan (NCP) 40 CFR Part 300. The National Response System includes the NRT, which is comprised of 16 federal agencies involved with oil, hazardous substance, pollutant and contaminant response, and 13 Regional Response Teams (RRTs) which include representatives from the federal and state governments. The NRT and its committees develop and coordinate the NRT/RRT policies, objectives, activities, and tasks to be accomplished each year. These activities provide input into regulatory revisions as well as facilitating compliance with the regulations designed to prevent, prepare for, and respond to emergencies. Tasks may include the development of guidance, reports, program evaluations, analyses, and interagency meetings and workshops. The Director of EPA's Office of Emergency Management (OEM) chairs the NRT. OEM provides policy, technical, and administrative support to the NRT and coordinates NRT/RRT activities throughout EPA and elsewhere. EPA also Co-Chairs the 13 RRTs with the Coast Guard, Chairs the Executive Secretariat, and various ad hoc committees, and participates on the Response, Preparedness, and Science and Technology

Committees. EPA/OEM also coordinates NRT international technical assistance missions most notably with the Panama Canal Authority.

## **WORK TASKS**

### **Task 1: Annual Planning and Performance Measurement Support**

Upon direction from the EPA WAM, the contractor will update the NRT/RRT annual planning document that addresses NRT/RRT 2012-13 objectives, tasks, accomplishments and provides a process for coordination, tracking and evaluation of counter-terrorism and other activities. This update will include an NRT project workload analysis, which includes active action proposals approved by the NRT, key recommendations from NRT reports, and results from the annual NRT/RRT Co-chairs meeting and that should be part of the NRT's overall annual planning effort. The contractor will work with the EPA WAM and other EPA staff to identify the format and specifications for the workload analysis and planning documents before reviewing relevant material to produce the documents.

In addition to updating the annual planning document, the contractor will produce separate planning documents to improve coordination and evaluation of NRT activities. The topics of these separate planning documents will be identified through technical direction from the EPA WAM. To prepare these documents, the contractor will work with the EPA WAM to identify all relevant materials that articulate actions the NRT is responsible for accomplishing. If needed, the contractor will assign an internal expert on performance measure to assist in developing planning documents that are consistent with Agency guidelines, the Government Performance and Results Act, and OSWER-wide efforts to develop consolidated performance measures.

### **Task 2: NRT/RRT Co-Chairs Annual Meeting Support**

The contractor will provide support for the NRT/RRT Co-Chairs Annual Meeting that will be held (TBD). The contractor will find space suitable for the approximately (TBD) attendees (NRT members, RRT Co-chairs, staff). As part of this meeting, the contractor will also assist in arranging for field trips the day prior to the meeting.

To provide this support, the contractor will assigned an experienced meeting planner to assist in site selection and conference support. The contractor will work with other contractor staff and the EPA WAM to perform the following activities to help ensure a successful meeting:

- Select the Meeting Facility – Beginning in April, the contractor will submit requests for quotations to hotels and meeting venues. Based on cost and availability information received from these requests, the contractor will provide an annotated list of candidate locations with cost estimates to the EPA WAM.
- Plan for the Meeting and Develop Meeting Materials – The contractor will work with the EPA WAM to identify the types of materials (including agendas, handouts, binders, issue papers, etc.) that will need to be developed for the meeting. In developing the agenda, the contractor will solicit feedback from the RRT for agenda topics and time frames. The contractor will assign a facilitator to assist in the agenda development process to ensure that the agenda is structured to accomplish the various goals of the meeting. In addition, at the direction of the

EPA WAM, the contractor will participate in up to (TBD) NRT/RRT conference planning sessions to get feedback on the agenda and get input on meeting materials. The contractor will work with the EPA WAM to determine what, if any materials need to be mailed to participants before the event.

- Register Participants – At the direction of the EPA WAM, the contractor will register participants for the meeting and for the field trips. The contractor will continue to provide on-line registration for meeting participants so that participants can register for the event through the Web.
- Provide Logistical Support Before the Meeting – The contractor will provide all logistical arrangements and management support for the meeting based on direction from the EPA WAM. The contractor will manage the master hotel contract (with lines of credit) as well as manage any associated accounts for the hotel. The contractor will arrange for audio-visual services based on the needs of the presenters, graphic services as needed and the services of other vendors as directed by the EPA WAM. The contractor will reconcile any invoices received related to the event and will remit payment directly to vendors. The contractor's team will also arrange for light refreshments consistent within EPA contract authority. The contractor also will provide logistical and technical support at the meeting based on direction from the EPA WAM. It is anticipated that two (2) contract personnel and one (1) meeting facilitator will be in attendance at the NRT/RRT Co-Chairs Annual Meeting. It is anticipated that one person will manage the participant registration activities and serve as the primary contact for the hotel in implementing the contract. A second person will be available to serve as a note taker and provide support to presenters as needed. The facilitator will serve as the overall master of ceremonies and facilitate dialogue among participants and coordinate the support of the other contractor staff present.
- The contractor will draft the NRT/RRT Co-Chairs meeting summary. Using information gathered at the Co-Chairs meeting, the contractor will prepare a meeting summary that focuses on the following four areas: 1) significant accomplishments from previous year; 2) key findings or decisions; 3) recommendations for future work of the NRT/RRTs; and 4) follow-up actions.

**Task 3: NRT Meetings and NRT/RRT Coordination**

The contractor will provide support to the NRT and its member agencies during an incident, exercise, or meeting that requires NRT involvement based on direction from the EPA WAM. This support will involve assisting EPA in activation notifications of NRT members, coordinating special meetings by phone or in person, and preparing briefings. For each meeting, the contractor will work with EPA staff to develop and distribute agendas, meeting materials, incident reports, and draft briefings. The contractor will provide technical, coordination, and logistical support for NRT committee meetings as detailed in Task 4.

To support the on-going coordination efforts of the NRT and RRTs, the contractor will support quarterly RRT quarterly conference calls, analyze semi-annual reports and OSC reports, develop briefing materials for use at RRT meetings (less than 5 pages in length), develop materials for use by RRTs (e.g., overhead presentations, etc.) as directed by the EPA WAM. Upon receipt of technical direction, the contractor will meet with the EPA WAM to clearly define the work to be accomplished, the time frame and any key contacts among the RRTs.

The contractor will develop short (generally less than 10 pages) analytical papers, plans, presentations, or reports on issues or actions that emerge from NRT/RRT Committee or subcommittee meetings. The contractor will work with the EPA WAM to ensure that these papers and reports are developed in the appropriate time frame based on the urgency of the issue. To develop these reports, the contractor will attend meetings, compile information from other sources, and develop drafts for review by EPA and other NRT/RRT members.

Because the number and topics of these products are currently unknown, details about the product(s) to be developed and time frames for delivery will be determined in TDs provided by the EPA WAM. Upon receipt of the technical direction (by fax, e-mail, or hard copy), the contractor will respond with a short description of how it will perform the work.

**Task 4: NRT Committee/Subcommittee Analytical and Meeting Support**

The contractor will provide technical, coordination, and logistical support necessary for meetings of the NRT's standing committees: Preparedness Committee, Response Committee, Executive Secretariat, Science and Technology Committee, and Training Subcommittee (and any Ad Hoc work group related to these Committees). Specifically, the contractor will provide the following technical and logistical support for NRT Committees:

- Preparing draft agendas and briefing materials for meetings for review and approval by the EPA WAM;
- Distributing agendas to committee members;
- Arranging for conference lines and meeting space at least two weeks before the meetings;
- Distributing committee briefing materials approved by the EPA WAM to the NRT/RRT and committee members;
- Attending monthly committee meetings and planning sessions;
- Developing a meeting calendar and updating the calendar on the NRT web page on a regular basis;
- Preparing a summary technical report after each meeting on key issues, decisions reached, and action items;
- Distributing the meeting summary and related materials; and
- Update NRT/RRT contacts list monthly;
- Preparing short (less than 5 pages) issue papers and reports upon receipt of technical direction from the EPA WAM.

As part of the support for these committees, the contractor will maintain NRT/RRT Committee and Subcommittee meeting schedules, track actions items that emerge from these meetings, update contact lists of committee and subcommittee members, and distribute information to members as appropriate.

The contractor also will provide support to the NRT Executive Secretariat, which is chaired by the NRT Executive Director (EPA/OEM/WAM). Upon receipt of technical direction from the EPA WAM, the contractor will prepare short reports and analyses (under 2 pages) for distribution to the NRT and provide editorial assistance for NRT correspondence. The contractor also will



maintain and archive NRT files and records for future reference purposes, as directed by the EPA WAM.

**Task 5 : Provide NRT Website Maintenance/Outreach Support**

The contractor will provide communication and outreach support for the NRT. This support will include development and distribution of NRT publications to NRT members and EPA/U.S. Coast Guard FOSCs. The contractor will prepare, based on direction from the EPA WAM, a short management plan (5 pages or less) that recommends improvements in NRT publication distribution via e-mail and the NRT website.

The contractor will provide support to the NRT/RRT for notifications during emergencies and exercises, coordinate with the National Response Center, and maintain up to date NRT notification lists. The contractor will establish a 24-hour contact number to ensure that the NRC or NRT members can contact our staff at any time and respond as needed in the event of an incident. Upon receipt of technical direction from the EPA WAM, the contractor will update and maintain the NRS Outreach Plan to incorporate any relevant changes.

The contractor will assist the NRT in coordinating projects involving public and employee risk communication. This assistance will be defined by the EPA WAM through technical direction and will likely include: coordinating special meetings on risk communication at the direction of the EPA; developing communications strategies; assessing public/worker concerns; identifying risks posed by chemicals that are released; and gathering information on health effects of these chemicals. Upon receipt of the TD from the EPA WAM, the contractor will assess the work to be performed, assign appropriate staff, and establish a quality assurance procedure appropriate for completing the work.

The contractor will provide on-going support for the NRT/RRT Web site, including:

- Support uploading of NRT material to the NRT Web site;
- Link electronic lessons learned systems accessible to the NRT Homepage in coordination with the Preparedness Committee;
- Expand and update the section for the NRT Web site listing training classes and exercises;
- Under the WAM direction, implement an e-mail distribution of NRT documents to NRT and RRT on an ongoing basis;
- Monthly upload of content to the NRT.org Web site after Executive Secretariat and WAM approval;
- Provide O&M procedures to the web site (including updating/improving cyber-security as needed);
- Maintain an Internal NRT Web page for NRT members; and
- Revisions/implementation of NRT outreach/communication plan as directed.

At the direction of the EPA WAM, the contractor could perform the following optional tasks:

- On a monthly basis, provide a statistics report and a search engine ranking report. These reports will be compiled together and delivered officially on an annual basis. They will

serve to inform the EPA WAM of the status of the Web site regarding usage and search ability.

- On a quarterly basis, take a snapshot of the NRT.org Web site by copying all files on the sites onto CD's. These CD's will provide a permanent record of the content of the site on a specific point in time.
- Promotion of Web sites must take into consideration the audience, and in the case of a government Web site, any rules or regulations that EPA or the Federal government may have regarding "advertising." The contractor can work with NRT to develop a promotion campaign for the Internet Web site to inform potential users about the content and new functional features.
- Speaking engagements, presentations, and outreach to communicate information about the NRT.org Web site to EPA content contributors and management.
- Web site hosting assessment and recommendations.
- The contractor will participate during the process of redesigning the NRT/RRT website including upgrades to the supporting hardware and software applications.

**Task 6:      Preparedness Committee Support**

In addition to the logistical and technical support identified in Task 4 above, the contractor will, under WAM direction, provide analysis, and technical assistance related to incident preparedness by developing materials such as fact sheets, reports, briefings, and issue papers to coordinate and assist Preparedness Committee projects including, but not limited to:

- Improving area planning identified in Subpart C of the National Contingency Plan;
- Improving coordination between Area Planning and Port Security Planning;
- Fostering the role of the FOSC in area planning;
- Improving the NRT's continuity of operations plan (COOP);
- Coordinating NRT involvement in updating the NCP;
- Developing lessons learned from incidents and exercises and following-up on recommendations from previous incidents and exercises, e.g., Coast Guard SONS exercise, WMD incidents and exercises;
- Compiling and maintaining the NRT Operations Guidance Manual;
- Updating the NRT Operations binder;
- Supporting inland area conference calls with EPA region area planners; and
- NRT training and exercise support activities.

The contractor will support up to two new projects addressing contingency plan coordination and development. Products will likely be reports (approximately 20 pages in length) suitable for publication.

Upon receipt of technical direction from the EPA WAM, the EPA WAM will assess the work that is to be performed based on the description provided, assign appropriate staff to do the work, and institute an appropriate quality control process to ensure that the work is performed is of high quality without jeopardizing the timing of important deliverables.

**Task 7: Panama Canal Authority Assistance**

Under the direction of EPA's WAM, the contractor will: 1) Provide technical and logistical support to the NRT Panama Canal Committee; 2) Develop short reports on issues associated with the analysis of current Panama Canal contingency plans; 3) Develop short (5 page) technical papers that will assist the Panama Canal Authority in identifying capabilities, assets procedures, regulations, requirements, and other information that will aid the Panama Canal authority to prevent, prepare for, and respond to oil, hazardous materials, and radiological releases in the Canal; 4) Provide support for implementation of the 2002 agreement between EPA, Coast Guard, State Department and the Panama Canal authority in addressing the NRT assistance in the case that an environmental incident should occur in the Panama Canal; and 5) Assist with exercise development activities.

The contractor will provide support in Panama for the annual exercise and at least one notification exercise. The contractor will assist in developing the exercise scenario, evaluator/controller and player materials, provide facilitation assistance and evaluations. The contractor will provide a Task Manager who is be able to speak and read Spanish. Exercise Scenarios and materials will be based on previously developed Panama exercises (e.g., Exercise Gatun I, Exercise Gatun II, Balboa Reach). The contractor will provide exercise evaluators in Washington, D.C. and Panama. Two trips to Panama for one contractor facilitator/expert is included in the cost estimate.

As directed for the EPA WAM, the contractor will provide support to the NRT for coordinating responses to international incidents and help develop NRT materials for international meetings and conferences.

Upon receipt of technical direction from the EPA WAM, the EPA WAM will assess the work that is to be performed based on the description provided, assign appropriate staff to do the work, and institute an appropriate quality control process to ensure that the work is performed is of high quality without jeopardizing the timing of important deliverables.

**Task 8: Hazardous Materials Response and Oil Spills Conference Support**

The contractor will provide support the NRT's participation in EPA's Region 3 Mid-Atlantic HAZMAT Conference, Philadelphia, PA and provide support for the Fresh Water Spills Symposium and OSC Readiness Conference. The contractor will support other conferences and meetings as directed by the EPA WAM if funds are available. As part of this support, the contractor will:

- Develop conference materials;
- Coordinate with conference planners to arrange meeting and booth space;
- Ship meeting materials
- Set up and staff the NRT booth;
- Provide technical support for NRT meetings to be held at the conferences.

Upon receipt of technical direction from the EPA WAM, the EPA WAM will assess the work that is to be performed based on the description provided, assign appropriate staff to do the work, and institute an appropriate quality control process to ensure that the work is performed is of high quality without jeopardizing the timing of important deliverables.

**Task 9: Response Committee Support**

In addition to the logistical and technical support identified in Task 4 above, the contractor will, at the direction of the EPA WAM, provide analysis, and technical assistance related to incident response management projects by developing materials such as fact sheets, reports, briefings, and issue papers (typically less than 20 pages in length). Projects may include, but are not limited to:

- Incident Command/Unified Command Implementation (ICS/UC);
- Response Resource Equipment Inventory;
- NRT agency emergency OSC authority at Federal Facilities;
- Federal Response Plan ESF #10 coordination and reconciliation of response plans;
- Follow-up actions from WMD incidents;
- Coordinate with the National Pollution Funds Center;
- Worker safety and health issues; FOSC reports;
- Joint Information Center guidance development;
- NRT/RRT WMD actions and other projects.

The details of these projects will be defined in technical direction from the EPA WAM.

Upon receipt of technical direction from the EPA WAM, the EPA WAM will assess the work that is to be performed based on the description provided, assign appropriate staff to do the work, and institute an appropriate quality control process to ensure that the work is performed is of high quality without jeopardizing the timing of important deliverables.

**Task 10: Follow-up Reports/Activities from Incidents/Exercises**

The contractor will provide coordination and technical support to the NRT for in developing follow-up plans and actions from lessons learned from incidents and exercises, including those involved in weapons of mass destruction. Activities may include revisions to NRT preparedness and response procedures, updated coordination procedures with the National Response Center to improve activation, plan revisions and reconciliation, and updated procedures for coordination with the National Response Plan. These reports and activities will be defined in technical direction from the EPA WAM.

Upon receipt of technical direction from the EPA WAM, the EPA WAM will assess the work that is to be performed based on the description provided, assign appropriate staff to do the work, and institute an appropriate quality control process to ensure that the work is performed is of high quality without jeopardizing the timing of important deliverables.

**DELIVERABLES**

The contract deliverables below will be developed during the course of this work assignment. Additional deliverables will be developed based on technical direction from the EPA WAM.

**Deliverable**

0.1 Work Plan

**Due Date**

within 10 days

0.2 Monthly Progress Reports	within 10 days
<hr/>	
1.1 Draft Updated Annual Planning Document	within 10 days
1.2 Final Planning Document	within 10 days
1.3 Project Workload Analyses & Tracking Summaries	within 10 days
1.4 Separate Planning Documents	within 10 days
<hr/>	
2.1 Initial list of hotels/meeting space options	within 10 days
2.2 Revised list of hotels/meeting space options for NRT review	within 10 days
2.3 Draft conference materials (e.g., agenda, attendance list, draft meeting materials)	within 10 days
2.4 Final conference materials (e.g., name tags, meeting materials)	within 10 days
2.5 Draft meeting report	within 10 days
2.6 Final draft meeting report	15 days from receipt of final comments from the EPA WAM
<hr/>	
3.1 Draft NRT/RRT Coordination meeting summaries	Within 5 working days of the meeting
3.2 Short Issue Papers/Draft Briefing Materials	Within 10 working days of receipt of TD from EPA WAM or as specified in the TD
3.3 Quick Response Tasks to be determined through technical direction from the EPA WAM	with in 10 days
4.1 Short Issue Papers/Draft Briefing Materials	within 10 days
4.2 Draft Meeting Summaries	Within 5 working days of meeting
<hr/>	
5.1 Monthly updates to the NRT Website	Monthly

5.2 Management Plan for maintaining the NRT web site As specified in the TD

5.3 Revisions to NRT phone/e-mail lists Quarterly

5.4 Updated NRT Outreach/Communication Plan As specified in the TD

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6.1 NRT Operations Binder Update Quarterly

6.2 To be determined through technical direction from the EPA WAM As specified in the TD

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7.1 To be determined through technical direction from the EPA WAM As specified in the TD

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8.1 To be determined through technical direction from the EPA WAM As specified in the TD

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9.1 To be determined through technical direction from the EPA WAM As specified in the TD

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10.1 To be determined through technical direction from the EPA WAM As specified in the TD

#### GOVERNMENT PRINTING

Performance under this work assignment calls for printing or duplication that exceeds the maximum limitations described in EPAAR 1552.208-70-*Printing*. Any printing or duplication called for under this work assignment in excess of those limits must be performed by EPA's Print Shop or by the Government Printing Office (GPO). The contractor will coordinate with the Work Assignment Manager (WAM) on all printing or duplication to be completed by EPA's Print Shop or the GPO.

#### CONFLICT OF INTEREST

The contractor will identify in the work plan whether any apparent, potential, or actual conflicts of interest exist for any part of the work assignment. If conflicts exist, the contractor will list those conflicts and state how it proposes to neutralize or mitigate the conflicts. If no conflicts exist, the contractor will state that no conflicts exist.

### TRAVEL

Performance under this work assignment requires travel. The contractor will conduct local and Continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found here: [www.gsa.gov/ftr](http://www.gsa.gov/ftr). The contractor will conduct Outside the Continental United States (OCONUS) travel in accordance with DoD's Joint Travel Regulations found here: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The contractor will adhere to the requirements of Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this work assignment.

### GREEN MEETINGS AND CONFERENCES

Performance of this work assignment requires the contractor to perform meeting or conference support services. In performing those services and when setting up meetings and conferences, the contractor will follow the goals of EPA's *Green Meetings / Conferences Initiative* found here: <http://www.epa.gov/oppt/greenmeetings/index.htm>.

### COMMUNICATIONS PRODUCTS

Performance under this work assignment requires the contractor to develop deliverables that are considered by EPA to be "Communications Products". The contractor will develop Communications Products in accordance with EPA's *Policy and Implementation Guide for Communications Product Development and Approval* found here: <http://www.epa.gov/productreview/guide/index.html>.

Additionally, if Communications Products require the use of EPA graphics, logos, or other identifiable materials, the Communications Products are further subject to the standards in EPA's *Visual and Product Standards Graphics Manual* found here: <http://wedcor.cor.epa.gov/pages/TIM/VisualIdentity-6-19-07.pdf>.

### DELIVERABLES

*Unless otherwise requested, the Contractor will prepare all documents using software compatible with OEM equipment and also use Fonts consistent with those identified in the OEM Graphic Manual.*

### EXPENDITURE OF FUNDS/HOURS

In addition to the requirements of the contract, the Contractor will notify the WAM when 75% of funds and/or hours for this work assignment have been expended. The Contractor will not exceed either the dollar or professional labor hour budget of a work assignment without written approval from the CO.

#### CONFIDENTIAL BUSINESS INFORMATION (CBI)

If this work assignment requires use of CBI, the Contractor will abide by all EPA CBI requirements and stipulations. The Contractor will identify in the work plan budget all estimated costs for dealing with CBI requirements. All CBI must be returned to EPA as soon as it is no longer needed under this work assignment or before the expiration of the work assignment, whichever occurs first.

#### INHERENTLY GOVERNMENTAL FUNCTIONS (IGF)

The Contractor will not perform any IGF under this work assignment. If during the course of developing the plan of work, through receipt of technical direction, or in carrying out the assignment any portion of the effort is considered to possibly be an IGF, the Contractor must immediately notify the PO.

#### AUTOMATED DATA PROCESSING (ADP)

No Federal Information Processing (FIP) resources as defined in 41 CFR Ch. 201, Section 210-4 are to be delivered under this contract. The term, FIP resources, includes FIP equipment, software, services, support services, maintenance, related supplies, and systems.



<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number OP3-412	
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:	
Contract Number EP-W-08-036			Contract Period   05/05/2008   To   05/04/2013 Base                      Option Period Number    3			Title of Work Assignment/SF Site Name Support for EPA's Clan Lab Pro	
Contractor SYSTEMS RESEARCH AND APPLICATIONS CORPORATION				Specify Section and paragraph of Contract SOW			
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval						Period of Performance  From   05/05/2012   To   05/04/2013	
Comments: Approval of the contractor's work plan and cost estimate dated May 31, 2012 for \$322,020.11 and LOE of 3055 hours.							
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund							
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.							
SFO (Max 2) <span style="border: 1px solid black; padding: 2px;">22</span>							
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)    (Cents)    Site/Project (Max 8)    Cost Org/Code (Max 7)
1							
2							
3							
4							
5							
Authorized Work Assignment Ceiling							
Contract Period:		Cost/Fee: \$0.00		LOE:			
05/05/2008 To 05/04/2013							
This Action:		\$322,020.11					
Total:		\$322,020.11					
Work Plan / Cost Estimate Approvals							
Contractor WP Dated: 05/29/2012		Cost/Fee: \$322,020.11		LOE: 3,055			
Cumulative Approved:		Cost/Fee: \$322,020.11		LOE: 3,055			
Work Assignment Manager Name   Lisa Boynton						Branch/Mail Code:	
_____ (Signature)                      (Date)						Phone Number   202-564-2487	
						FAX Number:	
Project Officer Name   Portia Perry						Branch/Mail Code:	
_____ (Signature)                      (Date)						Phone Number: 202-564-2285	
						FAX Number:	
Other Agency Official Name						Branch/Mail Code:	
_____ (Signature)                      (Date)						Phone Number:	
						FAX Number:	
Contracting Official Name   Lynette Gallion						Branch/Mail Code:	
_____ (Signature)                      7/2/2012 (Date)						Phone Number: 202-564-4463	
						FAX Number:	

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP3-412

☐ Other ☐ Amendment Number:Contract Number  
EP-W-08-036

Contract Period 05/05/2008 To 05/04/2013

Title of Work Assignment/SF Site Name

Base Option Period Number 3

Support for EPA's Clan Lab Pro

Contractor  
SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 05/05/2012 To 05/04/2013

Comments:

This is a Work Assignment Initiation for Option Period 3. The Contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.



Superfund

## Accounting and Appropriations Data



Non-Superfund

SFO  
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 0

05/05/2008 To 05/04/2013

This Action:

3,055

Total:

3,055

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Lisa Boynton

Branch/Mail Code:

Phone Number 202-564-2487

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name Manuela Meyer

Branch/Mail Code:

Phone Number: 202-564-1628

FAX Number: 202-565-2557

(Signature)

(Date)

Contracting Official Name Lynette Gallion

Branch/Mail Code:

Phone Number: 202-564-4463

FAX Number:

(Signature)

(Date)

**CONTRACTOR:** SRA  
**CONTRACT:** EP-W-08-036  
**WORK ASSIGNMENT:** OP3-412  
**WORK ASSIGNMENT TITLE:** Support to EPA's Clandestine Drug Laboratory Training Program  
**WORK ASSIGNMENT MANAGER:** Lisa Boynton 202-564-2487  
**PROJECT OFFICER:** Portia Perry (202) 564-2285  
**Period of Performance:** CO Signature through 5/4/2013

**Level of Effort:**

The estimated LOE for this work assignment is 3,055 hours. The Contractor shall not exceed the estimate LOE/\$ amount in the final approved work plan. Any increase must be initiated through a formal work assignment amendment.

**I. BACKGROUND:**

As the federal government expands its efforts to combat the growing problem of clandestine drug laboratories (CDLs) that produce methamphetamine, agencies must improve their processes to address the increasingly difficult problems that are encountered. One problem associated with methamphetamine-producing CDLs is the threat to human health and the environment resulting from the chemicals and other hazardous wastes that remain following the discovery and arrest of CDL operators. For example, the hazardous wastes remaining at a CDL present a significant threat to the law enforcement officials and other first responders (fire and health department personnel) that initially secure the site, as well as other people who live or work nearby.

The EPA is performing a variety of activities to understand and characterize the threats posed by CDL contamination, enhance customer awareness of the inherent threats posed by such contamination, and improve the ability of local governments to respond to CDL contamination. To accomplish these objectives, EPA must evaluate existing organizations and processes and implement process improvement activities and training to respond to the unusual or unique circumstances surrounding contamination at former methamphetamine CDLs.

**II. PURPOSE**

The purpose of this effort is to provide training to first responders who either discover or seize clandestine methamphetamine laboratories. EPA has developed a national training curriculum to effectively instruct first responders on how to identify, remediate and cleanup CDL waste sites. However, communication and outreach to stakeholders of EPA's CDL efforts related to meth lab cleanup and cleanup levels is critical and must be addressed.

**III. CONTRACTOR SOW REFERENCE:** 4, 3 & 2

## **IV. SCOPE OF WORK**

### **TASK 1: WORK PLAN AND COST PROPOSAL PREPARATION**

The contractor shall develop a work plan to provide detailed explanations of all activities associated with each of the defined tasks and a proposed approach for completing each task. The contractor shall identify the milestones, reports, and deliverables (including interim products) and their associated due dates. The contractor shall develop a staffing plan with this work plan. The contractor shall develop a detailed budget, including a breakout of labor hours and other direct costs. The contractor shall deliver the work plan to the EPA WAM within 21 days of receipt of the work assignment.

During the period of performance for this work assignment, the contractor shall conduct work assignment monitoring, quality assurance and management activities, including preparation of the monthly progress report, under this task.

### **TASK 2 - NATIONAL CLANDESTINE DRUG LAB AWARENESS AND OPERATIONS TRAINING**

The contractor shall provide this training to first responders at the awareness and operational levels at six (6) different sites around the country. The contractor shall assist in identifying appropriate locations for the training. The training shall include the full train-the-trainer component (if appropriate) and all the training materials. Specifically, the Contractor shall perform the following:

1. Provide a List of Potential Training Sites
2. Provide all logistical support for the training;
  - i. Assemble, update, and provide training materials;
  - ii. Create promotional materials related to the training and serve as a point of contact for registration;
3. Conduct training (2 days) on first responder awareness, operations, and train the trainer at each training site;
4. Provide post training support, including responding to ad-hoc requests from participants for other training related information;

**For estimating purposes only**, the contractor shall assume conducting the training will require two (2) persons for five (5) days each with approximately 35-40 participants in each of the following five (5) cities: Portsmouth, NH, Minot, ND, Dallas, Denver, and San Francisco.

### **TASK 3 - SUPPORT FOR VOLUNTARY GUIDELINES UPDATE WORK**

The contractor shall assist EPA in exploring: 1) how EPA's guidelines could be updated; 2) what information is available on new production or cleanup methods; and 3) how best to revise the guidelines and implement the revisions. Specifically, the Contractor shall perform the following:

1. Support EPA in hosting or attending a meeting of experts, first responders, and other interested parties to

address health effects and other response issues associated with meth labs. This support will include all facets of planning and conducting the meeting

2. Conduct research and compile information on existing new standards, health effects, cleanup methodologies, and meth production methods
3. Assist in the continued revisions of voluntary guidelines for the cleanup of meth labs
4. Notify EPA of emerging trends, issues, or initiatives related to the health effects and cleanup standards associated with meth lab contamination
5. Assist EPA in the update and review of the guidelines.

#### **TASK 4 - COMMUNICATIONS AND OUTREACH SUPPORT**

Communication and outreach to stakeholders of EPA's efforts related to meth lab cleanup is critical. Information changes quickly and the geographic concentration of meth labs changes as quickly. The Contractor shall perform the following:

1. Disseminate information related to EPA's Drug Lab Project Team, and the relationship between drug lab cleanups and EPA programs that assist local governments in conducting cleanups.
2. Identify the objectives of the communications activities, identify the target audience, provide support for these efforts, and develop specific communication and outreach products.
3. Identify potential conferences in which EPA may participate, arrange for that participation, and develop outreach materials related to each conference.
4. Recommend and develop outreach materials to disseminate information about the production of meth and the environmental dangers of that process – related to EPA's mission of protecting human health, and the environment.

#### **IV. TIME SCHEDULE AND DELIVERABLES**

<b>Task No.</b>	<b>Deliverables</b>	<b>Due Date</b>
1-A	Draft Work Plan	In accordance with the due date stated in the contract
1-B	Final Work Plan (if necessary)	No later than 21 days after conclusion of discussions with Contracting Officer
1-C	Monthly Progress Reports	In accordance with the due date stated in the contract
2-A	List of Potential Training sites	Due date shall be specified in Technical Direction Form (TDF) but shall be no later than 30 calendar days after issuance

2-B	Promotional Materials for Training	Due date shall be specified in Technical Direction Form (TDF)
2-C	Support Material for Training	Due date shall be specified in Technical Direction Form (TDF) but shall be no later than 90 calendar days after issuance
2-E	Conduct Training in Five Cities	Due date shall be specified in Technical Direction Form (TDF) but shall be no later than end of this work assignment
3-A	Support EPA in Hosting Health Effects Meeting	Due date shall be specified in Technical Direction Form (TDF)
3-A.	Response/Health Effects Meeting Support Materials (agendas, presentation materials, handouts, proceedings)	Due date shall be specified in Technical Direction Form (TDF) but shall be no later than 120 calendar days after issuance
3-B.	Study on Existing Information related to Response and Health Effects at meth labs	Due date shall be specified in Technical Direction Form (TDF) but shall be no later than 120 calendar days after issuance
4-A	Conference Tracking Matrix	Due date shall be specified in Technical Direction Form (TDF) but shall be done each quarter at a minimum
4-B.	Outreach Support Products	Due date shall be specified in Technical Direction Form (TDF) but shall be no later than 100 calendar days after issuance

## VI. STANDARD LANGUAGE

Work on this work assignment shall comply with all provisions and stipulations in the contract, including the following:

### Contractor Communications

Upon receipt of the work assignment, the Contractor shall contact the EPA Work Assignment Manager (WAM) to review the Scope of Work (SOW) and desired outcome. This communication shall take place prior to the Contractor's submission of the final work plan.

Upon approval of the work plan, the Contractor shall maintain at least weekly communications with the WAM regarding the status of work on the work assignment.

### Deliverables

Unless otherwise requested, the Contractor shall prepare all documents using software compatible with OEPPR equipment and also use Fonts consistent with those identified in the EPA/OEM Graphic Manual. In addition to

submitting a hard copy, the Contractor shall provide all deliverables on 3 1/2" disk.

#### TECHNICAL DIRECTION

In accordance with EPAAR 1552.237-71–*Technical Direction*, the Work Assignment Manager (WAM) will provide Technical Direction during performance of this Work Assignment. Technical direction includes:

- (1) Instruction to the contractor that approves approaches, solutions, designs, or refinements; fills in details; completes the general description of work; shifts emphasis among work areas or tasks; and
- (2) Evaluation and acceptance of reports or other deliverables.

Technical Direction must be within the scope of the contract-level SOW. The WAM does not have the authority to issue Technical Direction which:

- (1) Requires additional work outside the scope of the contract or Work Assignment;
- (2) Constitutes a change as defined in the "Changes" clause;
- (3) Causes an increase or decrease in the estimated cost of the contract or Work Assignment;
- (4) Alters the period of performance of the contract or Work Assignment; or
- (5) Changes any of the other express terms or conditions of the contract or Work Assignment.

Technical Direction will be issued in writing by the WAM, or confirmed by the WAM in writing within five (5) calendar days after oral issuance.

#### GOVERNMENT PRINTING

Performance under this work assignment calls for printing or duplication that exceeds the maximum limitations described in EPAAR 1552.208-70–*Printing*. Any printing or duplication called for under this work assignment in excess of those limits must be performed by EPA's Print Shop or by the Government Printing Office (GPO). The contractor shall coordinate with the Work Assignment Manager (WAM) on all printing or duplication to be completed by EPA's Print Shop or the GPO.

#### Conflict of Interest

The Contractor shall identify in the work plan whether any apparent, potential, or actual conflicts of interest exist for any part of the work assignment. If conflicts exist, the Contractor shall list those conflicts and state how they propose to neutralize or mitigate the conflicts. If no conflicts exist, the Contractor shall state that no conflicts exist.

#### Expenditure of Funds/Hours

In addition to the requirements of the contract, the Contractor shall notify the WAM when 75% of funds and/or hours for this work assignment have been expended.

The Contractor shall not exceed either the dollar or professional labor hour budget of a work assignment without written approval from the CO.

#### TRAVEL

Performance under this work assignment requires travel. The contractor shall conduct local and Continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found here:

[www.gsa.gov/ftr](http://www.gsa.gov/ftr). The contractor shall conduct Outside the Continental United States (OCONUS) travel in accordance with DoD's Joint Travel Regulations found here:

<http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The contractor shall adhere to the requirements of Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this work assignment.

### GREEN MEETINGS AND CONFERENCES

Performance of this work assignment requires the contractor to perform meeting or conference support services. In performing those services and when setting up meetings and conferences, the contractor shall follow the goals of *EPA's Green Meetings / Conferences Initiative* found here: <http://www.epa.gov/oppt/greenmeetings/index.htm>.

### COMMUNICATIONS PRODUCTS

Performance under this work assignment requires the contractor to develop deliverables that are considered by EPA to be "Communications Products". The contractor shall develop Communications Products in accordance with *EPA's Policy and Implementation Guide for Communications Product Development and Approval* found here: <http://www.epa.gov/productreview/guide/index.html>.

Additionally, if Communications Products require the use of EPA graphics, logos, or other identifiable materials, the Communications Products are further subject to the standards in *EPA's Visual and Product Standards Graphics Manual* found here: <http://wedcor.cor.epa.gov/pages/TIM/VisualIdentity-6-19-07.pdf>.



<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number OP3-413				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-W-08-036			Contract Period 05/05/2008 To 05/04/2013 Base                      Option Period Number    3			Title of Work Assignment/SF Site Name Support of OEM Communications				
Contractor SYSTEMS RESEARCH AND APPLICATIONS CORPORATION				Specify Section and paragraph of Contract SOW						
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval						Period of Performance  From 05/05/2012 To 05/04/2013				
Comments: Approval of the contractor's work plan and cost estimate dated May 29, 2012 for \$18,334.60 and LOE of 175 hours.										
<input type="checkbox"/> Superfund		Accounting and Appropriations Data						<input checked="" type="checkbox"/> Non-Superfund		
SFO (Max 2) <span style="border: 1px solid black; padding: 2px;">22</span>		Note: To report additional accounting and appropriations data use EPA Form 1900-69A.								
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		05/05/2008 To 05/04/2013		Cost/Fee: \$0.00		LOE:				
This Action:		\$18,334.60								
Total:		\$18,334.60								
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: 05/29/2012				Cost/Fee: \$18,334.60			LOE: 175			
Cumulative Approved:				Cost/Fee: \$18,334.00			LOE: 175			
Work Assignment Manager Name Eileen Mayer							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
Project Officer Name Portia Perry							Phone Number 202-564-9628			
_____ (Signature)							_____ (Date)			
Other Agency Official Name							FAX Number:			
_____ (Signature)							_____ (Date)			
Contracting Official Name Lynette Gallion							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
6/13/2012							Phone Number: 202-564-4463			
							FAX Number:			

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP3-413

☐ Other ☐ Amendment Number:

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 05/04/2013

Base

Option Period Number 3

Title of Work Assignment/SF Site Name

Support of OEM Communications

Contractor

SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 05/05/2012 To 05/04/2013

Comments:

This is a Work Assignment Initiation for Option Period 3 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO  
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 0

05/05/2008 To 05/04/2013

This Action:

175

Total:

175

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Eileen Mayer

Branch/Mail Code:

Phone Number 202-564-9628

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name Manuela Meyer

Branch/Mail Code:

Phone Number: 202-564-1628

FAX Number: 202-565-2557

(Signature)

(Date)

Contracting Official Name Lynette Gallion

Branch/Mail Code:

Phone Number: 202-564-4463

FAX Number:

(Signature)

(Date)

## Work Assignment Statement of Work (SOW)

CONTRACT NO: EP-W-08-036

WORK ASSIGNMENT NO: OP3-413

AMENDMENT NO:

WORK ASSIGNMENT TITLE: Support for OEM Communications and Outreach  
(Oil Program Support)

WORK ASSIGNMENT MANAGER: Eileen Mayer  
EPA/OSWER/OEM/ECD  
Mail Code: 5104A Phone No.: 202/564-9628  
[Mayer.eileen@epa.gov](mailto:Mayer.eileen@epa.gov)

ALTERNATE WAM: Margaret Gerardin  
EPA/OSWER/OEM/ECD  
Mail Code: 5104A Phone: 202/564-2491  
[Gerardin.margaret@epa.gov](mailto:Gerardin.margaret@epa.gov)

PROJECT OFFICER: Portia Perry  
Ph: 202/564-2285

PERIOD OF PERFORMANCE: CO Approval through 05/04/13

### LEVEL OF EFFORT

The estimated level of effort (LOE) for this work assignment is 175 hrs. The contractor shall not exceed the estimated LOE/\$ amount in the final approved work plan. Any increase must be initiated through a formal work assignment amendment.

### BACKGROUND:

The Evaluations and Communications Division (ECD) within EPA's Office of Emergency Management (OEM) is responsible for developing communication strategies and outreach materials, improving document formatting, and publishing fact sheets, brochures, reports, CD ROM's, and other outreach materials.

## PURPOSE AND OBJECTIVES:

The purpose of this work assignment is to provide support to OEM's Evaluation and Communications Division in preparing publications and other communications tools.

## CONTRACTOR SOW REFERENCE:

### **Task 5      Communications and Outreach Support**

- Develop/update outreach materials such as: brochures, flyers, fact sheets, videotapes, audiotapes, presentation materials (slides, overheads, etc.) press releases, art/conference displays (booths for conferences), annual reports;
- Coordinate with partners and stakeholders to develop outreach materials;
- Format and publication assistance for all products including technical publications, OEM website, electronic newsletters (such as the EPA Oil Update and similar documents);
- Disseminate strategies (i.e., communications plans) for OEM materials and distribution of materials, in accordance with Federal regulations; and
- Develop and revise graphics standards in conformance with Agency directive and policies.

## CONTRACTOR REQUIREMENTS:

The Contractor shall perform the following tasks:

### **Task 1: Preparation of Work Plan**

The Contractor shall prepare a work plan that includes a detailed technical and staffing plan as well as a detailed cost estimate. The work plan shall also include a description of the level of effort necessary to complete the work identified in the work assignment. The work plan shall be delivered within 15 days of receipt of this work assignment.

### **Task 2: Support for Outreach and Communication Products**

The contractor shall support development of outreach and communication products for OEM's regulatory programs (specifically various aspects of the Oil Program). At the direction of the WAM, the contractor shall develop outreach materials that may include: brochures, flyers, fact sheets, video, audio, presentation materials (slides, overheads,

etc.), press releases, art/conference displays (booths for conferences), promotional items, and annual reports. The contractor shall also assist in revising old OEM documents to meet the new OEM look and feel standard. Support may include technical editing and/or format and publication assistance of documents in conformance with Agency directives and policies.

#### **SCHEDULE AND DELIVERABLES:**

<b>Task #</b>	<b>Deliverable</b>	<b>Due Date</b>
Task 1	Workplan	21 days after receipt of work assignment
Task 2	Development of outreach products, as needed and directed by the WAM.	Ongoing

Work on this work assignment shall comply with all provisions and stipulations in the contract, including the following:

#### Contractor Communications

Upon receipt of the work assignment, the Contractor shall contact the EPA Work Assignment Manager (WAM) to review the Scope of Work (SOW) and desired outcome. This communication shall take place prior to the Contractor's submission of the final work plan.

Upon approval of the work plan, the Contractor shall maintain at least weekly communications with the WAM regarding the status of work on the work assignment.

#### Deliverables

Unless otherwise requested, the Contractor shall prepare all documents using software compatible with OEM equipment and also use Fonts consistent with those identified in EPA's Graphic Manual or other graphic directives. In addition to submitting a hard copy, the Contractor shall provide all deliverables on CD Rom.

#### Technical Direction

The Designated WAM on this work assignment is authorized to provide technical direction to the extent allowed under EPAAR (1552.237-71) (APR 1984) (DEVIATION).

Other than the Designated WAM, only the Project Officer (PO) and the Contracting Officer (CO) are authorized to provide technical direction.

Technical direction includes:

- (1) Direction to the Contractor which assists the Contractor in accomplishing the SOW.
- (2) Comments on and approval of reports or other deliverables.

Technical direction must be within the contract and the work assignment SOW. The PO and the WAM **do not** have the authority to issue technical direction which:

- (1) institutes additional work outside the scope of either the contract or this work assignment;
- (2) constitutes a change as defined in the "Changes" clause;
- (3) causes an increase or decrease in the estimated cost of the contract or work assignment;
- (4) alters the period of performance; or
- (5) changes any of the other express terms or conditions of the contract or work assignment.

Technical direction will be issued in writing or confirmed in writing within 5 calendar days after oral issuance. The technical direction memorandum will be provided to the Contractor and copies will be forwarded to the CO and the PO. If the Contractor has not received written confirmation within 5 calendar days of an oral issuance, the Contractor must so notify the PO.

#### Conflict of Interest

The Contractor shall identify in the work plan whether any apparent, potential, or actual conflict of interest exists for any part of the work assignment. If conflicts exist, the Contractor shall list those conflicts and state how they propose to neutralize or mitigate the conflicts. If no conflicts exist, the Contractor shall state that no conflicts exist.

#### Expenditure of Funds/Hours

In addition to the requirements of the contract, the Contractor shall notify the WAM when 75% of funds and/or hours for this work assignment have been expended.

The Contractor shall not exceed either the dollar or professional labor hour budget of a

work assignment without written approval from the CO.

#### Travel Costs (as applicable)

The Contractor shall follow the requirement of Subpart 31.2 of the FAR and the Federal regulations in incurring allowable travel costs under this contract, and correspondingly must at all times seek and obtain Government rates whenever available and observe current subsistence ceilings.

#### Communications Products

Performance under this work assignment requires the Contractor to develop deliverables that are considered by EPA to be "Communications Products." The Contractor shall develop Communications Products in accordance with EPA's *Policy and Implementation Guide for Communications Product Development and Approval* found here: <http://www.epa.gov/productreview/guide/index.html>.

Additionally, if Communications Products require the use of EPA graphics, logos, or other identifiable materials, the Communications Products are further subject to the standards in EPA's *Visual and Product Standards Graphics Manual* found here: <http://wedcor.cor.epa.gov/pages/TIM/VisualIdentity-6-19-07.dpf>.

#### Printing and Duplication

The Contractor is prohibited from performing any printing under the Government Printing and Binding Regulations. Duplication is allowed to the extent it does not exceed 5,000 impressions of a single-page document or 25,000 impressions of multiple-page documents and the work cannot be performed under the job or time constraints at the EPA Print Shop. **Under the above regulations, duplication is further limited to documents generated by the Contractor under the work assignment.**

#### Inherently Governmental Functions (IGF)

The Contractor shall not perform any IGF under this work assignment. If during the course of developing the plan of work, through receipt of technical direction, or in carrying out the assignment any portion of the effort is considered to possibly be an IGF, the Contractor must immediately notify the PO.

#### Automated Data Processing (ADP)

No Federal Information Processing (FIP) resources as defined in 41 CFR Ch. 201, Section 210-4 are to be delivered under this contract. The term, FIP resources, includes FIP equipment, software, services, support services, maintenance, related supplies, and systems.

Green Meetings and Conferences:

Performance of this work assignment may require the Contractor to perform meeting or conference support services. In performing those services and when setting up meetings and conference, the Contractor shall follow the goals of *EPA's Green Meetings/Conferences Initiative* found here:  
<http://www.epa.gov/greenmeetings/index.htm>.



**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP3-414

☐ Other ☐ Amendment Number:Contract Number  
EP-W-08-036

Contract Period 05/05/2008 To 05/04/2013

Title of Work Assignment/SF Site Name

Base Option Period Number 3

Support EPCRA/RMP Com/Outreach

Contractor  
SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW

Purpose: ☐ Work Assignment ☐ Work Assignment Close-Out  
☐ Work Assignment Amendment ☐ Incremental Funding  
☒ Work Plan Approval

Period of Performance

From 05/05/2012 To 05/04/2013

## Comments:

Approval of the contractor's work plan and cost estimate dated May 29, 2012 for \$41,231.75 and LOE of 375 hours.

☐ Superfund

## Accounting and Appropriations Data

☒ Non-SuperfundSFO  
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period: 05/05/2008 To 05/04/2013 Cost/Fee: \$0.00 LOE:

This Action: \$41,231.75

Total: \$41,231.75

## Work Plan / Cost Estimate Approvals

Contractor WP Dated: 05/29/2012 Cost/Fee: \$41,231.75 LOE: 375

Cumulative Approved: Cost/Fee: \$41,231.75 LOE: 375

Work Assignment Manager Name Margaret Gerardin

Branch/Mail Code:

Phone Number 202-564-2491

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Lynette Gallion

Branch/Mail Code:

Phone Number: 202-564-4463

FAX Number:

(Signature)

(Date)

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP3-414

☐ Other ☐ Amendment Number:

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 05/04/2013

Base Option Period Number 3

Title of Work Assignment/SF Site Name

Support EPCRA/RMP Com/Outreach

Contractor

SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 05/05/2012 To 05/04/2013

Comments:

This is a Work Assignment Initiation for Option Period 3 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO  
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 0

05/05/2008 To 05/04/2013

This Action:

375

Total:

375

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Margaret Gerardin

Branch/Mail Code:

Phone Number 202-564-2491

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name Manuela Meyer

Branch/Mail Code:

Phone Number: 202-564-1628

FAX Number: 202-565-2557

(Signature)

(Date)

Contracting Official Name Lynette Gallion

Branch/Mail Code:

Phone Number: 202-564-4463

FAX Number:

(Signature)

(Date)

5/13/2012

## Statement of Work (SOW)

CONTRACT NO: EP-W-08-036

WORK ASSIGNMENT NO: OP3-414

AMENDMENT NO:

WORK ASSIGNMENT TITLE: Support for EPCRA and RMP Communications and Outreach

WORK ASSIGNMENT MANAGER: Margaret Gérardin Phone: 202-564-2491  
EPA/OSWER/OEM/ECD Mail Code: 5104A  
[gerardin.margaret@epa.gov](mailto:gerardin.margaret@epa.gov)

ALTERNATE WAM: Eileen Mayer Phone: 202-564-9628  
EPA/OSWER/OEM Mail Code: 5104A  
[mayer.eileen@epa.gov](mailto:mayer.eileen@epa.gov)

PROJECT OFFICER: Portia Perry Phone: 202-564-2285  
EPA/OSWER/OEM Mail Code: 5104A  
[perry.portia@epa.gov](mailto:perry.portia@epa.gov)

### BACKGROUND

The Evaluations and Communications Division (ECD) within EPA's Office of Emergency Management is responsible for developing communication strategies and outreach materials, improving web copy and document formatting, and publishing fact sheets, brochures, reports, CD ROMs, and other outreach materials for EPCRA and the RMP program.

The OEM website ([www.epa.gov/emergencies](http://www.epa.gov/emergencies)) is our primary method of communicating with our various customers. Although future and regular updating of the content on the OEM website is the responsibility of individual content editors, OEM anticipates making continued improvements in the template and the information architecture, as well as developing additional web-based tools for the website and web pages in order to meet customers' needs.

### PURPOSE AND OBJECTIVES

The purpose of this work assignment is to provide support to OEM's Evaluation and Communications Division in preparing publications and other communication tools for the Emergency Planning and Community Right to Know Act (EPCRA) program and the

Risk Management Plan (RMP) program.  
CONTRACTOR SOW REFERENCE

**Task 5: Communications and Outreach Support**

- Develop and / or update outreach materials, such as brochures, flyers, fact sheets, videos, audio, presentation materials (slides, overheads, etc.), press releases promotional items, art / conference displays (booths for conferences), annual reports.
- Coordinate with partners and stakeholders to develop outreach materials.
- Assist with format and publication for all products, including technical publications, OEM website, and electronic newsletters.
- Revise old documents to meet OEM's new look and feel.
- Support teleconferences (including technical support in script development, booking, and arrangement of studio and / or related support, satellite time, downlink sites, equipment, and other support necessary to produce a teleconference).
- Maintain contact lists and mailing lists.
- Distribute materials and strategies (i.e., communication plans) for OEM products in accordance with Federal regulations.
- Develop and revise graphics standards in conformance with Agency directives and policies.
- Provide administrative and technical assistance in support of exhibit / conference booths.

CONTRACTOR REQUIREMENTS

The Contractor shall perform the following tasks:

**Task 1: Preparation of Work Plan**

The Contractor shall prepare a work plan that includes a detailed technical and staffing plan as well as a detailed cost estimate. The work plan shall also include a description of the level of effort necessary to complete the work identified in the work assignment. The work plan shall be delivered within 21 days of receipt of this work assignment.

**Task 2: Support for Outreach and Communication Products**

The contractor shall support development of outreach and communication products for OEM's Emergency Planning and Community Right-to-Know Act (EPCRA) Program and the Risk Management Program (RMP) under the Clean Air Act. At the direction of the WAM, the contractor shall also support development of a communication strategy and other specific outreach and communications products (PDF files, CD-ROMs, etc.)

that enhance the delivery of outreach information to OEM stakeholders. Outreach materials may include: brochures, flyers, fact sheets, videotapes, audiotapes, presentation materials (slides, overheads, etc.), press releases, art / conference displays (booths for conferences), annual reports and the posting of program materials to the OEM websites. Support may include technical editing and/or developing layout of documents in conformance with Agency directives and policies.

#### SCHEDULE AND DELIVERABLES

Task #	Deliverable	Due Date
Task 1	Workplan	21 days after receipt of work assignment
Task 2	Develop outreach products as needed and directed by the WAM.	Ongoing

#### LEVEL OF EFFORT

The estimated LOE for this work assignment is **375** hours. The Contractor shall not exceed the estimated LOE/\$ amount in the final approved work plan. Any increase must be initiated through a formal work assignment amendment.

#### PERIOD OF PERFORMANCE

The period of performance of this work assignment is from date of Contracting Officer's approval through 4 May 2013.

Work on this work assignment shall comply with all provisions and stipulations in the contract, including the following:

##### Contractor Communications:

Upon receipt of the work assignment, the Contractor shall contact the EPA Work Assignment Manager (WAM) to review the Scope of Work (SOW) and desired outcome. This communication shall take place prior to the Contractor's submission of the final work plan.

Upon approval of the work plan, the Contractor shall maintain at least weekly communications with the WAM regarding the status of work on the work assignment.

##### Deliverables:

Unless otherwise requested, the Contractor shall prepare all documents using software

compatible with OEM equipment and also use Fonts consistent with those identified in EPA's Graphic Manual or other graphic directives. In addition to submitting a hard copy, the Contractor shall provide all deliverables on CD-Rom.

Technical Direction:

In accordance with EPAAR 1552.237-71 – *Technical Direction* (APR 1984) (DEVIATION), the Work Assignment Manager (WAM) will provide technical direction during performance of this work assignment. Other than the Designated WAM, only the Project Officer (PO) and the Contracting Officer (CO) are authorized to provide technical direction.

Technical direction includes:

- (1) Direction to the Contractor which assists the Contractor in accomplishing the SOW.
- (2) Comments on and approval of reports or other deliverables.

Technical direction must be within the contract and the work assignment SOW. The PO and the WAM **do not** have the authority to issue technical direction which:

- (1) requires additional work outside the scope of either the contract or this work assignment;
- (2) constitutes a change as defined in the "Changes" clause;
- (3) causes an increase or decrease in the estimated cost of the contract or work assignment;
- (4) alters the period of performance of the contract or work assignment; or
- (5) changes any of the other express terms or conditions of the contract or work assignment.

Technical direction will be issued in writing or confirmed in writing within 5 calendar days after oral issuance. The technical direction memorandum will be provided to the Contractor and copies will be forwarded to the CO and the PO. If the Contractor has not received written confirmation within 5 calendar days of an oral issuance, the Contractor must so notify the PO.

Conflict of Interest:

The Contractor shall identify in the work plan whether any apparent, potential, or actual conflict of interest exists for any part of the work assignment. If conflicts exist, the

Contractor shall list those conflicts and state how they propose to neutralize or mitigate the conflicts. If no conflicts exist, the Contractor shall state that no conflicts exist.

Expenditure of Funds / Hours:

In addition to the requirements of the contract, the Contractor shall notify the WAM when 75% of funds and/or hours for this work assignment have been expended.

The Contractor shall not exceed either the dollar or professional labor hour budget of a work assignment without written approval from the CO.

Travel Costs (as applicable):

Performance under this work may require travel. When travel is required, the Contractor shall conduct local and Continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found here: [www.gsa.gov/fttr](http://www.gsa.gov/fttr). The Contractor shall adhere to the requirement of Subpart 31.2 of the Federal Acquisition Regulation (FAR) and the Federal regulations in incurring allowable travel costs under this contract, and correspondingly must at all times seek and obtain Government rates whenever available and observe current subsistence ceilings.

Confidential Business Information (CBI):

If this work assignment requires use of CBI, the Contractor shall abide by all EPA CBI requirements and stipulations. The Contractor shall identify in the work plan budget all estimated costs for dealing with CBI requirements. All CBI must be returned to EPA as soon as it is no longer needed under this work assignment or before the expiration of the work assignment, whichever occurs first.

Printing and Publication:

The Contractor is prohibited from performing any printing under the Government Printing and Binding Regulations. Duplication is allowed to the extent it does not exceed 5,000 impressions of a single-page document or 25,000 impressions of multiple-page documents and the work cannot be performed under the job or time constraints at the EPA Print Shop. **Under the above regulations, duplication is further limited to documents generated by the Contractor under the work assignment.**

Occupational Health and Safety(as applicable):

Facility site visits conducted under this work assignment which involve on-site inspections or sampling must be conducted in full compliance with the Department of Labor, Occupational Safety and Health Administration rules under 29 CFR Part 1910

and EPA Order 1440 (Occupational Health and Safety Manual).

Inherently Governmental Functions (IGF):

The Contractor shall not perform any IGF under this work assignment. If during the course of developing the plan of work, through receipt of technical direction, or in carrying out the assignment any portion of the effort is considered to possibly be an IGF, the Contractor must immediately notify the PO.

Automated Data Processing (ADP):

No Federal Information Processing (FIP) resources as defined in 41 CFR Ch. 201, Section 210-4 are to be delivered under this contract. The term, FIP resources, includes FIP equipment, software, services, support services, maintenance, related supplies, and systems.


Green Meetings and Conferences:

Performance of this work assignment may require the Contractor to perform meeting or conference support services. In performing those services and when setting up meetings and conferences, the contractor shall follow the goals of *EPA's Green Meetings / Conferences Initiative* found here:

<http://www.epa.gov/opt/greenmeetings/index.htm>.





<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number OP3-415			
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002			
Contract Number EP-W-08-036		Contract Period   05/05/2008   To   05/04/2013 Base                      Option Period Number    3			Title of Work Assignment/SF Site Name Support for OEM CEPP ProgEval				
Contractor SRA INTERNATIONAL, INC.				Specify Section and paragraph of Contract SOW					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   05/05/2012   To   05/04/2013			
Comments: The purpose of this amendment is to replace the current WAM Armando Santiago at santiago.armando@epa.gov (phone #202-564-8002) with the Alternate WAM Bill Finan at finan.bill@epa.gov (202-564-7981).									
<input type="checkbox"/> Superfund		Accounting and Appropriations Data					<input checked="" type="checkbox"/> Non-Superfund		
SFO (Max 2) <span style="border: 1px solid black; padding: 2px;">22</span>		Note: To report additional accounting and appropriations data use EPA Form 1900-69A.							
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)  (Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:		LOE: 1,835					
05/05/2008   To   05/04/2013									
This Action:				0					
Total:				1,835					
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:		Cost/Fee:		LOE:					
Cumulative Approved:		Cost/Fee:		LOE:					
Work Assignment Manager Name   Bill Finan  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number   410-305-2669 FAX Number:			
Project Officer Name   Portia Perry  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-2285 FAX Number:			
Other Agency Official Name  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name   Carolyn Mosinski <div style="display: flex; justify-content: space-between;"> <div>             (Signature)         </div> <div>           11/29/2012            (Date)         </div> </div>						Branch/Mail Code: Phone Number: 202-564-0962 FAX Number:			

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number OP3-415								
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-W-08-036	Contract Period   05/05/2008   To   05/04/2013 Base                      Option Period Number    3	Title of Work Assignment/SF Site Name Support for OEM CEPP ProgEval								
Contractor SYSTEMS RESEARCH AND APPLICATIONS CORPORATION		Specify Section and paragraph of Contract SOW								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval		Period of Performance  From   05/05/2012   To   05/04/2013								
Comments: Approval of the contractor's work plan and cost estimate dated May 29, 2012 for \$171,244.55 and LOE of 1835 hours.										
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund           <span>Accounting and Appropriations Data</span> <input checked="" type="checkbox"/> Non-Superfund         </div>										
<div style="display: flex; justify-content: space-between;"> <div>           SFO (Max 2)    <span style="border: 1px solid black; padding: 2px 5px;">22</span> </div> <div>           Note: To report additional accounting and appropriations data use EPA Form 1900-69A.         </div> </div>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:                      Cost/Fee:   \$0.00                      LOE:										
05/05/2008   To   05/04/2013										
This Action:                                      \$171,244.55										
Total:                                              \$171,244.55										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:   05/29/2012                      Cost/Fee:   \$171,244.55                      LOE:   1,835										
Cumulative Approved:                      Cost/Fee:   \$171,244.55                      LOE:   1,835										
Work Assignment Manager Name   Armando Santiago  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number   202-564-8002 FAX Number:			
Project Officer Name   Portia Perry  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number:   202-564-2285 FAX Number:			
Other Agency Official Name  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name   Lynette Gallion <div style="display: flex; justify-content: space-between;"> <div>             (Signature)         </div> <div>           6/21/2012            (Date)         </div> </div>							Branch/Mail Code: Phone Number:   202-564-4463 FAX Number:			

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP3-415

☐ Other☐ Amendment Number:

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 05/04/2013

Base

Option Period Number 3

Title of Work Assignment/SF Site Name

OEM/ECD CEPP Evaluation

Contractor

SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 05/05/2012 To 05/04/2013

Comments:

This is a Work Assignment Initiation for Option Period 3 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO  
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 0

05/05/2008 To 05/04/2013

This Action:

1,890

Total:

1,890

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Armando Santiago

Branch/Mail Code:

Phone Number 202-564-8002

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name Manuela Meyer

Branch/Mail Code:

Phone Number: 202-564-1628

FAX Number: 202-565-2557

(Signature)

(Date)

Contracting Official Name Lynette Gallion

Branch/Mail Code:

Phone Number: 202-564-4463

FAX Number:

(Signature)

(Date)

5/3/2012

## **WORK ASSIGNMENT STATEMENT OF WORK**

**WORK ASSIGNMENT NUMBER:** OP3-415

**WORK ASSIGNMENT TITLE:** Support for OEM CEPP Programs: Evaluations and Measures

**CONTRACTOR:** Systems Research Applications (SRA)

**CONTRACT NUMBER:** EP-W-08-036

**WORK ASSIGNMENT MANAGER:**

Armando Santiago

Mail Code: 5104A

Phone: (202) 564-8002

Fax: (202) 564-8233

**ALT. WORK ASSIGNMENT MANAGER:**

Bill Finan

Mail Code: 5104A

Phone: (202) 564-7981

Fax: (202) 564-8233

**ESTIMATED PERIOD OF PERFORMANCE:** May 5, 2012 – May 4, 2013

**ESTIMATED LABOR HOURS:** 1,890

### **BACKGROUND**

The Office of Emergency Management (OEM) is responsible for the National implementation of the EPA Chemical Emergency Preparedness and Prevention Programs (CEPP), covered under CERCLA 103, EPCRA and the CAA 112 (r) statutes. These laws, and respective EPA regulations, support EPA philosophy of providing timely and accurate facility chemical hazard information to the public and government officials at all levels. Is EPA intent to build the LEPC (and SERC) capacity, ensuring we provide sufficient support to all State and local agencies.

In addition, EPA Headquarters and Regional Offices are working collaboratively on establishing national and regional CEPP program goals. All regulatory program activities, and their effectiveness, will be measured against agreed implementation requirements.

### **SCOPE**

The purpose of this work assignment is to require the contractor to provide support for the following OEM activities:

- Survey all 10 Regions on status and priorities of RMP and EPCRA 311/312 implementation activities
- Develop CEPP Program Evaluation tools, and assist in the conduct Regional Evaluations
- Conduct data analysis, reporting and dissemination of RMP information to EPA stakeholders and implementing agencies

## **TASKS**

### **TASK 1: Develop Work Plan**

Within 21 calendar days after receipt of this work assignment, the contractor shall submit its proposed work plan. The work plan shall include a description of the contractor's technical approach for accomplishing this work assignment, identification of all potential data sources and methods for analysis, and a detailed technical and staffing plan. The work plan shall also include a schedule of deliverables.

### **TASK 2: Support for Conduct of Regional Survey on RMP and EPCRA 311/312 Activities**

The contractor will assist in developing potential survey questions. The contractor will participate in the collection, analysis and summary of CEPP Program implementation activities underway in all EPA ten Regions and Headquarters in FY12. In addition, the contractor will assist EPA in obtaining information on best practices and program implementation improvements, as demonstrated or suggested by all regions.

### **TASK 3: Support for Implementing a CEPP Program Evaluation Protocol**

Based on results from the FY12 survey, the contractor will assist in developing relevant evaluation tools for the CEPP Programs (RMP and EPCRA 311/312). As needed, the contractor will assist EPA in the evaluation of all ten Regions and Headquarters implementation in FY13. The contractor may be asked to accompany a review team to conduct the meetings in regional offices. The contractor will assist in the collection and analysis of documentation and data supporting the all evaluations. The contractor will prepare evaluation materials, and take notes during the reviews to capture key issues, findings, and recommendations. At the end of the national review, the contractor will prepare a draft report and other briefing materials, as directed by OEM.

### **TASK 4: Support for Dissemination of RMP Data Analysis**

The contractor shall analyze Risk Management Plan (RMP) data using appropriate statistical and analytical techniques, summarize findings, and deliver comprehensive reports and graphics to OEM. The contractor will also develop appropriate data queries and electronic reports for sharing RMP information with all EPA stakeholders, including Regional offices, State implementing agencies, covered people and the regulated community. Data will be shared using both EPA internal and external websites, taking into consideration appropriate secured access.

## **DELIVERABLES**

<b>TASK NO.</b>	<b>DELIVERABLE</b>	<b>DUE</b>	<b>SPECIAL INSTRUCTIONS</b>
1	Work Plan	Will be established by Technical Direction	
2	CEPP Program Survey	Will be established by Technical Direction	WAM may request revision through Technical Direction
3	CEPP Program Implementation Evaluation Tool	Will be established by Technical Direction	WAM may request revision through Technical Direction
4	RMP Data Analysis and Dissemination	Will be established by Technical Direction	WAM may request revision through Technical Direction

## **TECHNICAL DIRECTION**

In accordance with EPAAR 1552.237-71–*Technical Direction*, the Work Assignment Manager (WAM) will provide Technical Direction during performance of this Work Assignment.

Technical Direction includes:

- (1) Direction to the contractor which assists in accomplishing the WA SOW.
- (2) Comments on and approval of reports or other deliverables.

Technical Direction must be within the scope of the contract-level SOW. The WAM does not have the authority to issue Technical Direction which:

- (1) Institutes additional work outside the scope of the contract;
- (2) Constitutes a change as defined in the "Changes" clause;
- (3) Causes an increase or decrease in the estimated cost of the contract;
- (4) Alters the period of performance; or
- (5) Changes any of the other express terms or conditions of the contract.

Technical Direction will be issued in writing by the WAM, or confirmed by the WAM in writing within five (5) calendar days after verbal issuance.

## **TRAVEL**

Performance under this work assignment requires travel. The contractor shall conduct local and Continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found here: [www.gsa.gov/ftt](http://www.gsa.gov/ftt). The contractor shall conduct Outside the Continental United States (OCONUS) travel in accordance with DOD's Joint Travel Regulations found here: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The contractor shall adhere to the requirements of Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this work assignment.

## **SURVEY MANAGEMENT**

Performance under this work assignment requires the contractor to create statistical surveys, perform data collection, use questionnaires, or perform statistical analysis of survey data. The contractor shall prepare its work plan and perform these tasks in accordance with the *EPA Survey Management Handbook* found here: <http://www.epa.gov/oamcinc1/0710295/attach12.pdf>.

## **COMMUNICATIONS PRODUCTS**

Performance under this work assignment requires the contractor to develop deliverables that are considered by EPA to be "Communications Products". The contractor shall develop Communications Products in accordance with *EPA's Policy and Implementation Guide for Communications Product Development and Approval* found here: <http://www.epa.gov/productreview/guide/index.html>.

Additionally, if Communications Products require the use of EPA graphics, logos, or other identifiable materials, the Communications Products are further subject to the standards in *EPA's Visual and Product Standards Graphics Manual* found here: <http://wedcor.cor.epa.gov/pages/TIM/VisualIdentity-6-19-07.pdf>.



<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number OP3-416 <input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-W-08-036	Contract Period 05/05/2008 To 05/04/2013 Base                      Option Period Number    3	Title of Work Assignment/SF Site Name Support OEM Inter. Activities								
Contractor SYSTEMS RESEARCH AND APPLICATIONS CORPORATION		Specify Section and paragraph of Contract SOW								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval		Period of Performance  From 05/05/2012 To 05/04/2013								
Comments: Approval of the contractor's work plan and cost estimate dated May 30, 2012 for \$90,810.70 and LOE of 590 hours.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) <span style="border: 1px solid black; padding: 2px;">22</span> Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 05/05/2008 To 05/04/2013		Cost/Fee: \$0.00		LOE:						
This Action:		\$90,810.70								
Total:		\$90,810.70								
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: 05/30/2012		Cost/Fee: \$90,810.70		LOE: 590						
Cumulative Approved:		Cost/Fee: \$90,810.70		LOE: 590						
Work Assignment Manager Name Kim Jennings							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number 202-564-7998			
Project Officer Name Portia Perry							FAX Number:			
_____ (Signature)                      (Date)							Branch/Mail Code:			
Other Agency Official Name							Phone Number: 202-564-2285			
_____ (Signature)                      (Date)							FAX Number:			
Contracting Official Name Lynette Gallion							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 202-564-4463			
							FAX Number:			

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP3-416

☐ Other ☐ Amendment Number:

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 05/04/2013

Base Option Period Number 3

Title of Work Assignment/SF Site Name

Support for OEM IA w/UNEP

Contractor

SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 05/05/2012 To 05/04/2013

Comments:

This is a Work Assignment Initiation for Option Period 3 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO  
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

05/05/2008 To 05/04/2013

Cost/Fee:

LOE: 0

This Action:

590

Total:

590

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Kim Jennings

Branch/Mail Code:

Phone Number 202-564-7998

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name Manuela Meyer

Branch/Mail Code:

Phone Number: 202-564-1628

FAX Number: 202-565-2557

(Signature)

(Date)

Contracting Official Name Lynette Gallion

Branch/Mail Code:

Phone Number: 202-564-4463

FAX Number:

(Signature)

(Date)

## STATEMENT OF WORK

**Contract No.:** EP-W-08-036

**Work Assignment:** OP3-416

**Period of Performance:** CO Approval through 05/04/2013

**Work Assignment Title:** Support for OEM International Activities with UNEP

### Level of Effort

The estimated level of effort (LOE) for this work assignment is 590 hrs. The contractor shall not exceed the estimated LOE/\$ amount in the final approved work plan. Any increase must be initiated through a formal work assignment amendment.

### EPA Work Assignment Manager (WAM):

**Name:** Kim Jennings  
**Address:** 1200 Pennsylvania Avenue, N.W.  
Mailcode: 5104A  
Washington, D.C. 20460

**Tel. No.:** (202) 564-7998  
**Fax No.:** (202) 564-8222  
**E-mail:** jennings.kim@epa.gov

### EPA Project Officer (PO):

**Name:** Portia Perry  
**Address:** 1200 Pennsylvania Avenue, N.W.  
Mailcode: 5104A  
Washington, D.C. 20460

**Tel. No.:** (202) 564-2285  
**Fax No.:** (202) 564-8233  
**E-mail:** perry.portia@epa.gov

### 1. Background:

The EPA's Office of Emergency Management (OEM) is active in promoting cooperation among countries in the area of chemical emergency prevention, preparedness and response. As part of this work, OEM works with several international organizations including the Organization for Economic Cooperation and Development (OECD), and has

provided leadership and support in a wide variety of activities within this organization.

OEM's international work started initially along the U.S./Mexico and U.S./Canada borders in the mid 1980's at the request of OIA and expanded into Europe with initiation of a chemical accident program by the Organization for Economic Cooperation and Development (OECD). The role of OECD is one of policy and program development for and of sharing experiences and expertise among industrialized nations in the area of chemical emergency prevention, preparedness, and response. Since 1988, the OECD, through the Working Group on Chemical Accidents, has been implementing a program on chemical accidents with a long term goal of developing policies for accident prevention and emergency response. As part of this effort, the Working Group developed Guiding Principles for Chemical Accident Prevention, Preparedness, and Response, in 1992, which has been distributed to member and non-member countries. The OECD revised those Guiding Principles in 2003 to incorporate all appropriate advances and changes in chemical emergency prevention, preparedness, and response over the past 10 years. In addition, the OECD is finalizing the development a guidance document for public authorities, industry, and communities on establishing and implementing a safety performance indicators system within their organizations. This document will be published in 2007.

The work initiated and implemented by OECD was expanded into developing countries by the United Nations Environment Programme (UNEP) in Paris. UNEP launched the Awareness and Preparedness for Emergencies at the Local Level (APELL) programme in 1988. The main thrust of the program is to prevent technological accidents and to minimize their impact when they do occur. Since 1988, UNEP has been assisting developing countries build a chemical accident preparedness and response program through the APELL Handbook and APELL seminars/workshops. Recently, UNEP has completed guidance entitled, "A Flexible Framework for Addressing Chemical Accident Prevention and Preparedness" to assist develop countries in expanding their chemical accident preparedness and response program to incorporate prevention.

EPA is currently participating in a number of ongoing activities within the framework of this international organization, either by providing assistance or by serving as the lead organization. Continued support is needed for these activities to be successfully completed. Support will be also required for any new activities in which EPA may choose to participate. In addition, because of the changing political environment and the growing concerns with chemical safety, it is of utmost importance for EPA to keep abreast of any new developments in the international chemical emergency preparedness and prevention arena.

## **2. Purpose:**

The purpose of this work assignment is to provide support for OEM's international activities with UENP. The analytical and technical work described in this work assignment is highlighted by two general objectives: to finalize development of training materials for UNEP's *Flexible Framework for addressing Chemical Accident Prevention and Preparedness*.

### **3. Statement of Work:**

The Contractor shall perform the following tasks:

#### **Task 1: Prepare Work Plan**

The Contractor shall provide a Work Plan to the EPA Contracting Officer (CO). The Work Plan shall include a technical approach of how the work will be accomplished, a cost breakout of labor hours and dollars by labor category for each task with a total summary of all tasks and any Other Direct Costs (ODCs), proposed staffing plan, and schedule of deliverables.

#### **Task 2: Develop training materials for UNEP's *Flexible Framework for addressing Chemical Accident Prevention and Preparedness***

The contractor shall provide support to finalizing, based on comments from the Peer Review of the Flexible Framework Initiative, the Implementation Support Package (ISP), including training guidance, curricula, portal, and other necessary materials to assist countries in implementing UNEP's *Flexible Framework for Addressing Chemical Accident Prevention and Preparedness*.

Under this task, the contractor shall:

- Analyze comments received from the Peer review of the ISP.
- Revise the draft ISP based on comments from those Peer Reviewing the materials.
- Edit, design, and format the final ISP for publication.
- Support preparation of GEF application.
- Prepare short overview for outreach and marketing.

The contractor shall provide one contractor employee to support the 8<sup>th</sup> meeting of the Expert Working Group on the Development of a Flexible Framework for addressing Major Chemical Accident Prevention and Preparedness to be held in Paris, France on October 15-16 with approximately 50-60 people in attendance. This support shall include approximately 2 travel days and 4 work days as well as:

- Drafting a presentation on the ISP materials for the Flexible Framework document and
- Preparing a draft report on the outcome of the discussion on the guidance document and training materials for the Flexible Framework document.

### **4. Deliverables Schedule:**

<u>Task No.</u>	<u>Deliverable</u>	<u>Due Date</u>	<u># of Copies</u>
1	Workplan	21 calendar days after receipt of the Work Assignment	1
2	Revised Implementation Support Package based on comments from the Peer Review Process.	4 weeks after the completion of the Peer Review process and receipt of all comments.	1
2	Draft presentation on the guidance materials for the Flexible Framework ISP.	6 weeks prior to 8 <sup>th</sup> the Expert Working Group on the Flexible Framework.	1
2	Draft report on the outcome of the discussion on the ISP for the Flexible Framework.	4 weeks after 8 <sup>th</sup> the Expert Working Group on the Flexible Framework.	1
2	Final presentation on the guidance materials for the Flexible Framework ISP.	1 week after comments provide to the contractor by the WAM.	
2	Final report on the outcome of the discussion on the ISP for the Flexible Framework.	1 week after comments provide to the contractor by the WAM.	

## 5. Technical Direction

In accordance with EPAAR 1552.237-71–*Technical Direction*, the Work Assignment Manager (WAM) will provide Technical Direction during performance of this Work Assignment. Technical direction includes:

- (1) Instruction to the contractor that approves approaches, solutions, designs, or refinements; fills in details; completes the general description of work; shifts emphasis among work areas or tasks; and
- (2) Evaluation and acceptance of reports or other deliverables.

Technical Direction must be within the scope of the contract-level SOW. The WAM does not have the authority to issue Technical Direction which:

- (1) Requires additional work outside the scope of the contract or Work Assignment;
- (2) Constitutes a change as defined in the "Changes" clause;
- (3) Causes an increase or decrease in the estimated cost of the contract or Work Assignment;
- (4) Alters the period of performance of the contract or Work Assignment; or
- (5) Changes any of the other express terms or conditions of the contract or Work Assignment.

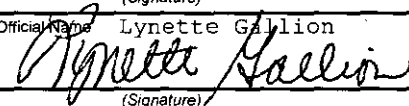
Technical Direction will be issued in writing by the WAM, or confirmed by the WAM in writing within five (5) calendar days after oral issuance.

**6. Travel**

Performance under this work assignment requires travel. The contractor shall conduct local and Continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found here: [www.gsa.gov/ftt](http://www.gsa.gov/ftt). The contractor shall conduct Outside the Continental United States (OCONUS) travel in accordance with DoD's Joint Travel Regulations found here: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The contractor shall adhere to the requirements of Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this work assignment.

**7. Contract Linkage Statement**

This Statement of Work falls under Task 1 and 5 entitled Technical and Analytical Support and Communication and Outreach Support.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number OP3-417								
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-W-08-036		Contract Period   05/05/2008 To   05/04/2013 Base                      Option Period Number    3								
Contractor SYSTEMS RESEARCH AND APPLICATIONS CORPORATION		Title of Work Assignment/SF Site Name OEM Strategic Planning Eval								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval		Period of Performance From   05/05/2012 To   05/04/2013								
Comments: Approval of the contractor's revised work plan and cost estimate dated May 29, 2012 for \$130,115.85 and LOE of 1500 hours.										
<input type="checkbox"/> Superfund		Accounting and Appropriations Data								
		<input checked="" type="checkbox"/> Non-Superfund								
SFO (Max 2) <span style="border: 1px solid black; padding: 2px;">22</span>		Note: To report additional accounting and appropriations data use EPA Form 1900-69A.								
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		\$0.00		LOE:				
05/05/2008 To 05/04/2013										
This Action:				\$130,115.85						
Total:				\$130,115.85						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		05/29/2012		Cost/Fee:		\$130,115.85		LOE: 1,500		
Cumulative Approved:				Cost/Fee:		\$130,115.85		LOE: 1,500		
Work Assignment Manager Name   Bill Finan							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
							Phone Number   410-305-2669			
							FAX Number:			
Project Officer Name   Portia Perry							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
							Phone Number   202-564-2285			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
							Phone Number:			
							FAX Number:			
Contracting Official Name   Lynette Gallion							Branch/Mail Code:			
 (Signature)							7/10/2010 (Date)			
							Phone Number:   202-564-4463			
							FAX Number:			



**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP3-417

☐ Other ☐ Amendment Number:

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 05/04/2013

Base

Option Period Number 3

Title of Work Assignment/SF Site Name

Support of OEM Strategic Plan

Contractor

SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 05/05/2012 To 05/04/2013

Comments:

This is a Work Assignment Initiation for Option Period 3 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO  
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 0

05/05/2008 To 05/04/2013

This Action:

1,500

Total:

1,500

## Work Plan / Cost Estimate Approvals

Contractor W/P Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Bill Finan

Branch/Mail Code:

Phone Number 410-305-2669

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name Manuela Meyer

Branch/Mail Code:

Phone Number: 202-564-1628

FAX Number: 202-565-2557

(Signature)

(Date)

Contracting Official Name Lynette Gallion

Branch/Mail Code:

Phone Number: 202-564-4463

FAX Number:

(Signature)

(Date)

## WORK ASSIGNMENT STATEMENT OF WORK

**WORK ASSIGNMENT NUMBER:** OP3-417

**WORK ASSIGNMENT TITLE:** Support of OEM Strategic Planning and Program Evaluation

**CONTRACTOR:** SRA International

**CONTRACT NUMBER:** EP-W-08-036

**WORK ASSIGNMENT MANAGER:**

Bill Finan  
Mail Code: 5104A  
Phone: (202) 564-7981  
Fax: (202) 564-8233

**ALT. WORK ASSIGNMENT MANAGER:**

Armando Santiago  
Mail Code: 5104A  
Phone: (202) 564-8002  
Fax: (202) 564-8233

**PERIOD OF PERFORMANCE:** CO Approval through 05/04/2013

**ESTIMATED LABOR HOURS:** 1500 hours

### **BACKGROUND**

In November 1998, EPA began to establish a set of national baseline standards to improve national consistency and further strengthen the core emergency response and removal program (OSWER memorandum, *National Core Emergency Response Program Implementation*, November 25, 1998). These standards are EPA's primary tool for evaluating the Agency's response readiness. In May 2009, the Core NAR tool was changed to Core National Approach to Response (Core NAR). Although the name has changed, the purpose of the tool remains the same. Core NAR not only evaluates day to day removal operations but will also evaluate EPA's progress toward readiness for nationally significant events. Beginning in FY2011, Core NAR has two components: 1) ER -- covering the day-to-day preparedness of the Removal Program, and 2) CBRN -- covering chemical, biological, radiological, and nuclear preparedness. The Office of Emergency Management (OEM) is responsible for developing and updating guidance, implementation criteria and evaluation criteria related to Core NAR. OEM will conduct a Core NAR evaluation for (1) each Regional office, (2) the Environmental Response Teams (ERT) in Edison, New Jersey and Las Vegas, Nevada, the National Decontamination Team (NDT) in Cincinnati, Ohio, the Radiological Emergency Response Team (RERT) in Montgomery, Alabama and Las Vegas, Nevada, and the National Counter Terrorism Evidence Team (NCERT), and (3) Headquarters in Washington, DC. The Special Teams listed above will meet in one place for a combined assessment.

In addition to the Core NAR process, EPA is required to fulfill the requirements of the Government Performance and Results Act (GPRA) by developing a strategic plan, annual plans, and evaluations of their results.

### **SCOPE**

The purpose of this work assignment is to require the contractor to provide support for the following OEM activities:

- Core NAR Evaluation
  - Regions
  - Headquarters
  - Special Teams
- Strategic Planning
- Emergency Response and Removal Program Outcome Measures
- Lessons Learned from Exercises and Emergency Response
- Related evaluation activities for the emergency response and removal program.

## **TASKS**

### **TASK 1: Develop Work Plan**

Within 21 calendar days after receipt of this work assignment, the contractor shall submit its proposed work plan. The work plan shall include a description of the contractor's technical approach for accomplishing this work assignment, identification of all potential data sources and methods for analysis, and a detailed technical and staffing plan. The work plan shall also include provision for twice monthly meetings with the EPA WAM as well as a schedule of deliverables.

### **TASK 2: Support for the 2012 and 2013 Core NAR Evaluation Process and Reviews**

The contractor will provide support for finalizing the regional, headquarters, and special teams 2012 Core NAR evaluation tools. In addition, the contractor will assist EPA in the evaluation of all ten Regions, headquarters, and special teams for the FY 2012 process and the start of the FY 2013 process. The contractor may be asked to accompany a review team to conduct the meeting in a location where all special teams will be assessed. The contractor will assist in the collection and analysis of documentation and data supporting the Core NAR Program. The contractor will prepare evaluation materials, and take notes during the reviews to capture key issues, findings, and recommendations. At the end of the review, the contractor will prepare a draft report, and other briefing materials summarizing key findings and recommendations of the review as directed by the EPA WAM. In response to written technical direction, the contractor may be asked to develop and deliver the following:

- Evaluation agendas, forms and materials, in preparation for site visits (if applicable);
- Scheduling of Webinar events for Core NAR evaluations that will be conducted remotely
- Review and analysis of all submitted Core NAR supporting documentation;
- Site support for the on-site evaluation process (if applicable);
- Four detailed reports, one for each of the three ER assessments and one for the comprehensive CBRN assessment; and
- Four executive summaries, one for each of detailed reports.

In addition, the contractor will assist OEM in reviewing and addressing all comments related to Core NAR for FY2013, and in preparing final evaluation materials for FY2013 by October 2012.

### **TASK 3: Support for OEM Reports Related to EPA Strategic Plan**

In response to technical direction, the contractor will assist OEM in analyzing data and preparing reports related to activities and priorities in the Agency Strategic Plan.

### **TASK 4: Support for Emergency Response and Removal Program Outcome Measures**

The contractor will assist OEM, as directed, in a quarterly development of data for the removal and emergency response outcome measures. This will involve gathering information about completed actions from epaosc.net and other sources, applying assumptions developed during earlier phases of this project, and preparing reports with details and summaries related to the outcome measures. At the end of each quarter of the fiscal year the contractor will prepare a report for the just completed quarter as well as a comprehensive report for the year to date. As needed, the contractor will prepare communication materials explaining the methodology for calculating the measures, and/or revising the methodology based on past experience. OEM anticipates that the contractor will need to provide significantly less support for FY 2012, compared to recent years. OEM expects to have staff do most research for these measures.

### **TASK 5: Support for Lessons Learned Analysis**

At the request of the EPA WAM through written technical direction, the contractor shall assist OEM in the development of lessons learned for incidents and exercises. The EPA WAM may direct the contractor to develop a web-form with the capability of capturing and cataloging comments based on incidents and exercises.

### **TASK 6: Related Support**

At the request of the EPA WAM through written technical direction, the contractor shall assist OEM in conducting activities that assess and/or evaluate the Emergency Response and Removal Program. This will include an analysis of information related to responses and removals in which mercury is the principal contaminant.

### **DELIVERABLES**

<b><i>TASK NO.</i></b>	<b><i>DELIVERABLE</i></b>	<b><i>DUE</i></b>	<b><i>SPECIAL INSTRUCTIONS</i></b>
1	Work Plan	21 days after receipt of this work assignment	
2	Final 2012 and 2013 Core	Will be established	WAM may request revision through

3	NAR Evaluation Tools for ER and CBRN Reports for FY 2012 Core NAR assessments	by Technical Direction Will be established by Technical Direction	Technical Direction WAM may request revision through Technical Direction
4	Outcome Removal Measures Reports (if required)	Will be established by Technical Direction	WAM may request revision through Technical Direction
5	Lessons Learned tools and reports	Will be established by Technical Direction	WAM may request revision through Technical Direction
6	Related materials – including report on mercury study	Will be established by Technical Direction	WAM may request revision through Technical Direction

### **TECHNICAL DIRECTION**

In accordance with EPAAR 1552.237-71–*Technical Direction*, the Work Assignment Manager (WAM) will provide Technical Direction during performance of this Work Assignment. Technical Direction includes:

- (1) Direction to the contractor which assists in accomplishing the WA SOW.
- (2) Comments on and approval of reports or other deliverables.

Technical Direction must be within the scope of the contract-level SOW. The WAM does not have the authority to issue Technical Direction which:

- (1) Institutes additional work outside the scope of the contract;
- (2) Constitutes a change as defined in the "Changes" clause;
- (3) Causes an increase or decrease in the estimated cost of the contract;
- (4) Alters the period of performance; or
- (5) Changes any of the other express terms or conditions of the contract.


Technical Direction will be issued in writing by the WAM, or confirmed by the WAM in writing within five (5) calendar days after verbal issuance.

### **TRAVEL**

Performance under this work assignment requires travel. The contractor shall conduct local and Continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found here: [www.gsa.gov/ftr](http://www.gsa.gov/ftr). The contractor shall conduct Outside the Continental United States (OCONUS) travel in accordance with DoD's Joint Travel Regulations found here: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The contractor shall adhere to the requirements of Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this work assignment.

### **SURVEY MANAGEMENT**

Performance under this work assignment requires the contractor to create statistical surveys, perform data collection, use questionnaires, or perform statistical analysis of survey data. The contractor shall prepare its work plan and perform these tasks in accordance with the *EPA Survey Management Handbook* found here: <http://www.epa.gov/oamcinc1/0710295/attach12.pdf>.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number OP3-420 <input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-W-08-036		Contract Period 05/05/2008 To 05/04/2013 Base                      Option Period Number    3								
Contractor SYSTEMS RESEARCH AND APPLICATIONS CORPORATION		Title of Work Assignment/SF Site Name Support for EPA's LGR Program								
Specify Section and paragraph of Contract SOW										
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval		Period of Performance From 05/05/2012 To 05/04/2013								
Comments: Approval of the contractor's work plan and cost estimate dated May 29, 2012 for \$156,020.80 and LOE of 2500 hours.										
<input type="checkbox"/> Superfund		Accounting and Appropriations Data								
		<input checked="" type="checkbox"/> Non-Superfund								
SFO (Max 2) <span style="border: 1px solid black; padding: 2px;">22</span>		Note: To report additional accounting and appropriations data use EPA Form 1900-69A.								
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee: \$0.00		LOE:						
05/05/2008 To 05/04/2013										
This Action:		\$156,020.80								
Total:		\$156,020.80								
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: 05/29/2012		Cost/Fee: \$156,020.80		LOE: 2,500						
Cumulative Approved:		Cost/Fee: \$156,020.80		LOE: 2,500						
Work Assignment Manager Name Lisa Boynton						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number 202-564-2487				
						FAX Number:				
Project Officer Name Portia Perry						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-564-2285				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Lynette Gallion						Branch/Mail Code:				
 (Signature)                      7/3/2012 (Date)						Phone Number: 202-564-4463				
						FAX Number:				

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP3-420

☐ Other ☐ Amendment Number:

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 05/04/2013

Base Option Period Number 3

Title of Work Assignment/SF Site Name

Support for EPA's LGR Program

Contractor

SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 05/05/2012 To 05/04/2013

Comments:

This is a Work Assignment Initiation for Option Period 3. The Contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO

(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 0

05/05/2008 To 05/04/2013

This Action:

2,500

Total:

2,500

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Lisa Boynton

Branch/Mail Code:

Phone Number 202-564-2487

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name Manuela Meyer

Branch/Mail Code:

Phone Number: 202-564-1628

FAX Number: 202-565-2557

(Signature)

(Date)

Contracting Official Name Lynette Gallion

Branch/Mail Code:

Phone Number: 202-564-4463

FAX Number:

(Signature)

(Date)



**CONTRACTOR:** SRA  
**CONTRACT:** EP-W-08-036  
**WORK ASSIGNMENT:** OP3-420  
**WORK ASSIGNMENT TITLE:** Support to EPA's Local Governments Reimbursement Program  
**WORK ASSIGNMENT MANAGER:** Lisa Boynton 202-564-2487  
**PROJECT OFFICER:** Portia Perry (202) 564-2285  
**Period of Performance:** CO Signature through 5/4/2013

**Level of Effort:**

The estimated LOE for this work assignment is 2,500 hours. The Contractor shall not exceed the estimate LOE/\$ amount in the final approved work plan. Any increase must be initiated through a formal work assignment amendment.

**I. BACKGROUND:**

In 1986, Congress enacted the Superfund Amendments and Reauthorization Act (SARA) to enhance the capabilities of states and local communities in preparing for, and responding to, toxic chemical releases. A key provision of the SARA Amendments was Section 123, which provides the Environmental Protection Agency (EPA) with the authority and the funds to reimburse local governments and Indian tribes for their costs incurred in conducting temporary emergency measures in response to releases of hazardous substances. Reimbursement is intended to alleviate significant financial burden placed on those local governments that are required to respond to chemical incidents, yet do not have available resources.

EPA's Local Governments Reimbursement (LGR) Program was established to implement SARA Section 123 which provides for reimbursement to local governments for emergency response activities related to hazardous substance threats. The program has the secondary effects of building lasting partnerships with local governments for protecting human health and the environment, and strengthening local emergency response programs and capacity. EPA has promulgated a regulation entitled "Reimbursement of Local Governments for Emergency Responses to Hazardous Substances Releases; Final Rule" (Federal Register/Vol. 63, No. 32/ Wednesday, February 18, 1998/Rules and Regulations; Pages 8283-8296) to govern the implementation of section 123.

**II. PURPOSE**

The purpose of this effort is to provide support the LGR program in all aspects of program development, management and implementation.

**III. SCOPE OF WORK**

**TASK 1: WORK PLAN AND COST PROPOSAL PREPARATION**

The contractor shall develop a work plan to provide detailed explanations of all activities associated with each of the defined tasks and a proposed approach for completing each task. The contractor shall identify the milestones, reports, and deliverables (including interim products) and their associated due dates. The contractor shall develop a staffing plan with this work plan. The contractor shall develop a detailed budget, including a breakout of labor hours and other direct costs. The contractor shall deliver the work plan to the EPA WAM within 21 days of receipt of the work assignment.

During the period of performance for this work assignment, the contractor shall conduct work assignment monitoring, quality assurance and management activities, including preparation of the monthly progress report, under this task.

**Task 2: LGR APPLICATION EVALUATION AND REIMBURSEMENT AND STANDARD OPERATING PROCEDURES MANAGEMENT SYSTEM (SOPMS) CHANGES**

The contractor will:

- 1) Perform a summary review of each application within five working days of receiving a new application from EPA and communicate the results of the summary review via e-mail to the EPA WAM;
- 2) Conduct a detailed analysis of reimbursement applications, make recommendations on the eligibility of the local community for reimbursement, and prepare appropriate documents to support the decision;
- 3) Scan the basic four-page completed application into the LGR database and use the database to aid in all data input, analysis, and reports generation;
- 4) Ensure that all application-related documents will be contained in both the database and the hardcopy files;
- 5) House and maintain duplicate application files at the contractor's offices and assist EPA in maintaining the official application files to ensure completeness and accuracy;
- 6) Maintain computerized database(s) related to this work assignment with corresponding computer disk backups of all data and specialized computer codes; and
- 7) Work with LGR program applicants to collect additional information when an application is incomplete or when eligibility questions or issues arise.

### **Task 3: CONDUCT OUTREACH ACTIVITIES AND COMMUNICATE PROGRAM INFORMATION TO LOCAL GOVERNMENTS**

The contractor will:

- 1) Operate and maintain a toll-free LGR HelpLine including:
  - (a) providing answers to callers concerning LGR questions within one working day of the call or forwarding the call to the EPA WAM for response; (b) entering the information into the Communications Training Lotus Notes database within one working day of the call; and (c) sending materials requested by the potential applicant within three working days of receiving the request;
- 2) Utilize other customary communications procedures (e.g., U.S. mail, facsimiles, and E-mail) to support outreach to local communities;
- 3) Enter all outreach activities into the appropriate LGR Lotus Notes database (e.g., Communications Tracking, LGR Contacts, LGR Discussion, or LGR Rulemaking);
- 4) Make recommendations for improving existing or developing new communication materials for EPA internal (e.g., EPA management, financial offices) and external customers;
- 5) Prepare briefing materials and summaries for no more than five meetings each year. These briefings may include written summaries (typically five to ten pages in length) for a range of audiences such as Congress, GAO, or the media. As part of this effort, the EPA WAM will identify audiences, topics, and the appropriate medium; and
- 6) Prepare up to five fact sheets or analytical reports, each four to ten pages in length, based on information provided by EPA that analyze and summarize technical and regulatory aspects of that information. Analytical reports may include documents needed to support revisions to the regulations authorizing the LGR program. The contractor will submit draft fact sheets or reports for EPA approval prior to preparation of final camera-ready copies.
- 7) Assess customer needs through discussions of focus groups; develop agendas that respond to customer needs; and design conference sessions that optimize the presentation of program information and promote customer participation;
- 8) Prepare meeting documents for up to two (2) conferences, each with an approximate three-day duration and between 30-100 attendees;
- 9) Participate and support EPA staff in attending and presenting LGR program information at seven national/regional conferences;
- 10) Evaluate the current LGR training materials and make recommendations to improve the materials to correspond to the new LGR program regulations;
- 11) Address the existing processes for training activities and build partnerships with the Regional offices to enhance the LGR program's ability to meet the customer needs; and

12) Assist EPA in conducting approximately six training sessions with EPA staff in various EPA regions and at conferences planned under this task.

#### **Task 4: MAINTAIN LGR COMPUTER SOFTWARE**

The contractor will assist EPA in maintaining and improving its computer systems and databases used in support of the LGR program. Specifically, the contractor will:

- 1) Conduct an annual evaluation of the LGR Electronic Application, the LGR database, and the LGR Internet Site to determine whether current advancements in computer technology or general operational and functional needs warrant modifications to make the systems more efficient and/or user friendly;
- 2) Update the LGR systems to implement the improvements identified in the annual evaluation or to respond to other improvements identified by the EPA WAM to enhance performance; and
- 3) Maintain and update the LGR Homepage Site data to ensure that current information is available to program stakeholders.

#### **IV. TIME SCHEDULE AND DELIVERABLES**

<b>Task No.</b>	<b>Deliverables</b>	<b>Due Date</b>
1-A	Draft Work Plan	In accordance with the due date stated in the contract
1-B	Final Work Plan (if necessary)	No later than 15 days after conclusion of discussions with Contracting Officer
1-C	Monthly Progress Reports	In accordance with the due date stated in the contract
2-A	Review recommendation memo via e-mail	Within five working days After Receiving Application (ARA)
2-B	Recommendation memo for either award, denial, or more information	Within ten working days ARA
2-C	Memo on any updated information received from the applicant	Within five working days of final update
2-D	Monthly report of SOPMS data entry and systems modifications	Within five working days after the end of each month
2-E	Annual evaluation report on database maintenance	Every 12 months following the anniversary date of Work Assignment approval and at the end of the period of performance for this work assignment
3-A	Monthly report on HelpLine activities	Within 10 working days following the end of each month

3-B	Monthly report on communications activities	Within 10 working days following the end of each month
3-C	Recommendations for improving LGR communications materials	To be specified by the EPA WAM via TDF, no later than 30 calendar days after issuance
3-D	Briefing materials and summaries for five meetings each year	To be specified by the EPA WAM via TDF, no later than 45 calendar days after issuance
3-E	Communications materials for general distribution (e.g., articles, fact sheets, brochures)	To be specified by the EPA WAM via TDF, no later than 60 calendar days after issuance
3-F	Draft and final revisions to the LGR Training Manual	To be specified by the EPA WAM via TDF
3-G	Draft and final conference agendas, handouts, and conference proceedings for six conferences each year	To be specified by the EPA WAM via TDF, no later than 120 calendar days after issuance
3-H	On-site support for six non-local conferences	To be specified by the EPA WAM via TDF, no later than 120 calendar days after issuance
4A-	Annual report on current status of the LGR electronic and software systems	To be specified by the EPA WAM via TDF, no later than 120 calendar days after issuance
4-B	Monthly report on all software and data reporting updates	To be specified by the EPA WAM via TDF, no later than 60 calendar days after issuance
4-C	Monthly memorandum on planned and completed updates to the LGR homepage	To be specified by the EPA WAM via TDF, no later than 100 calendar days after issuance

## V. STANDARD LANGUAGE

Work on this work assignment shall comply with all provisions and stipulations in the contract, including the following:

### TECHNICAL DIRECTION

In accordance with EPAAR 1552.237-71-*Technical Direction*, the Work Assignment Manager (WAM) will provide Technical Direction during performance of this Work Assignment. Technical direction includes:

- (1) Instruction to the contractor that approves approaches, solutions, designs, or refinements; fills in details; completes the general description of work; shifts emphasis among work areas or tasks; and
- (2) Evaluation and acceptance of reports or other deliverables.

Technical Direction must be within the scope of the contract-level SOW. The WAM does not have the

authority to issue Technical Direction which:

- (1) Requires additional work outside the scope of the contract or Work Assignment;
- (2) Constitutes a change as defined in the "Changes" clause;
- (3) Causes an increase or decrease in the estimated cost of the contract or Work Assignment;
- (4) Alters the period of performance of the contract or Work Assignment; or
- (5) Changes any of the other express terms or conditions of the contract or Work Assignment.

Technical Direction will be issued in writing by the WAM, or confirmed by the WAM in writing within five (5) calendar days after oral issuance.

#### GOVERNMENT PRINTING

Performance under this work assignment calls for printing or duplication that exceeds the maximum limitations described in EPAAR 1552.208-70-*Printing*. Any printing or duplication called for under this work assignment in excess of those limits must be performed by EPA's Print Shop or by the Government Printing Office (GPO). The contractor shall coordinate with the Work Assignment Manager (WAM) on all printing or duplication to be completed by EPA's Print Shop or the GPO.

#### Contractor Communications

Upon receipt of the work assignment, the Contractor shall contact the EPA Work Assignment Manager (WAM) to review the Scope of Work (SOW) and desired outcome. This communication shall take place prior to the Contractor's submission of the final work plan.

Upon approval of the work plan, the Contractor shall maintain at least weekly communications with the WAM regarding the status of work on the work assignment.

#### Deliverables

Unless otherwise requested, the Contractor shall prepare all documents using software compatible with OEPPR equipment and also use Fonts consistent with those identified in the OEPPR Graphic Manual. In addition to submitting a hard copy, the Contractor shall provide all deliverables on 3 1/2" disk.

#### INFORMATION TECHNOLOGY (IT) SERVICES

Performance under this work assignment requires the contractor to perform information technology (IT) services on behalf of the Government. When performing IT services under this work assignment, the contractor shall adhere to EPAAR 1552.211-79-*Compliance with EPA Policies for Information Resources Management*.

#### CONFLICT OF INTEREST

The contractor shall identify in the work plan whether any apparent, potential, or actual conflicts of interest exist for any part of the work assignment. If conflicts exist, the contractor shall list those conflicts and state how it proposes to neutralize or mitigate the conflicts. If no conflicts exist, the contractor shall state that no conflicts exist.

#### TRAVEL

Performance under this work assignment requires travel. The contractor shall conduct local and Continental

United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found here: [www.gsa.gov/fttr](http://www.gsa.gov/fttr). The contractor shall conduct Outside the Continental United States (OCONUS) travel in accordance with DoD's Joint Travel Regulations found here: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The contractor shall adhere to the requirements of Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this work assignment.

### GREEN MEETINGS AND CONFERENCES

Performance of this work assignment requires the contractor to perform meeting or conference support services. In performing those services and when setting up meetings and conferences, the contractor shall follow the goals of *EPA's Green Meetings / Conferences Initiative* found here: <http://www.epa.gov/oppt/greenmeetings/index.htm>.

### COMMUNICATIONS PRODUCTS

Performance under this work assignment requires the contractor to develop deliverables that are considered by EPA to be "Communications Products". The contractor shall develop Communications Products in accordance with *EPA's Policy and Implementation Guide for Communications Product Development and Approval* found here: <http://www.epa.gov/productreview/guide/index.html>.

Additionally, if Communications Products require the use of EPA graphics, logos, or other identifiable materials, the Communications Products are further subject to the standards in *EPA's Visual and Product Standards Graphics Manual* found here: <http://wedcor.cor.epa.gov/pages/TIM/VisualIdentity-6-19-07.pdf>.

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP3-421

☐ Other☒ Amendment Number:

000003

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 05/04/2013

Base

Option Period Number 3

Title of Work Assignment/SF Site Name

NIMS Support

Contractor

SRA International, Inc.

Specify Section and paragraph of Contract SOW

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 05/05/2012 To 05/04/2013

Comments:

The purpose of this amendment is to reinstate Craig Beasley at beasley.craig@epa.gov (phone #202-564-2087) as the primary WAM.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO  
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 1,250

05/05/2008 To 05/04/2013

This Action:

0

Total:

1,250

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Craig Beasley

Branch/Mail Code:

Phone Number 202-564-2087

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Carolyn Mosinski

Branch/Mail Code:

Phone Number: 202-564-0962

FAX Number:

(Signature)

(Date)



**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP3-421

☐ Other ☒ Amendment Number:

000002

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 05/04/2013

Base Option Period Number 3

Title of Work Assignment/SF Site Name

NIMS Support

Contractor

SRA INTERNATIONAL, INC.

Specify Section and paragraph of Contract SOW

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 05/05/2012 To 05/04/2013

Comments:

The purpose of this amendment is to replace the current WAM Craig Beasley at beasley.craig@epa.gov (phone #202-564-2087) with the Project Officer Portia Perry at perry.portia@epa.gov (202-564-2285).

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO  
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 1,250

05/05/2008 To 05/04/2013

This Action:

0

Total:

1,250

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Portia Perry

Branch/Mail Code:

Phone Number 202-564-2285

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

(Signature)

(Date)

Contracting Official Name Carolyn Masinski

Branch/Mail Code:

Phone Number: 202-564-0962

FAX Number:

(Signature)

(Date)

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP3-421



Other



Amendment Number:

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 05/04/2013

Base

Option Period Number 3

Title of Work Assignment/SF Site Name

NIMS Support

Contractor

SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 05/05/2012 To 05/04/2013

Comments:

Approval of the contractor's work plan and cost estimate dated May 29, 2011 for \$129,132.00 and LOE of 1250 hours.



Superfund

## Accounting and Appropriations Data



Non-Superfund

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

SFO  
(Max 2)

22

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee: \$0.00

LOE:

05/05/2008 To 05/04/2013

This Action:

\$129,132.00

Total:

\$129,132.00

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

05/29/2012

Cost/Fee: \$129,132.00

LOE: 1,250

Cumulative Approved:

Cost/Fee: \$129,132.00

LOE: 1,250

Work Assignment Manager Name Craig Beasley

Branch/Mail Code:

Phone Number 202-564-2087

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Lynette Gallion

Branch/Mail Code:

Phone Number: 202-564-4463

FAX Number:

(Signature)

(Date)

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP3-421

☐

Other

☐

Amendment Number:

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 05/04/2013

Base Option Period Number 3

Title of Work Assignment/SF Site Name

NIMS SUPPORT

Contractor

SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW

Purpose:

☒

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 05/05/2012 To 05/04/2013

Comments:

This is a Work Assignment Initiation for Option Period 3 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO  
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 0

05/05/2008 To 05/04/2013

This Action:

1,250

Total:

1,250

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Craig Beasley

Branch/Mail Code:

Phone Number 202-564-2087

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name Manuela Meyer

Branch/Mail Code:

Phone Number: 202-564-1628

FAX Number: 202-565-2557

(Signature)

(Date)

Contracting Official Name Lynette Gallion

Branch/Mail Code:

Phone Number: 202-564-4463

FAX Number:

(Signature)

(Date)

## STATEMENT OF WORK

CONTRACT NO:EP-W-08-036

WORK ASSIGNMENT NO: OP3-421

WORK ASSIGNMENT TITLE: NIMS Implementation Support

WORK ASSIGNMENT MANAGER: **Craig Beasley**  
**Office of Emergency Management**  
**National Planning and Preparedness Division**  
**Mail Code: 5104A Phone No: (202) 564-2087**

PROJECT OFFICER: **Portia Perry**  
**Phone No: 202-564-2285**

Period of Performance: **CO Approval through 05/04/2013**

### Level of Effort

The estimated level of effort (LOE) for this work assignment is 1,250 hrs. The contractor shall not exceed the estimated LOE/\$ amount in the final approved work plan. Any increase must be initiated through a formal work assignment amendment.

### BACKGROUND:

Homeland Security Presidential Directive (HSPD)-8, Management of Domestic Incidents, mandates a nationwide approach for Federal, State, local, and tribal governments to address domestic incidents. The directive requires the development and implementation of the National Response Plan (NRP) and a National Incident Management System (NIMS). NIMS provides the structure and mechanisms for national-level policy and operational direction for Federal support to State, local, and tribal incident managers and for exercising direct Federal authorities and responsibilities as appropriate under the law. The Incident Command System (ICS) is defined under NIMS as a standardized on-scene emergency management system designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents.

The NIMS Integration Team (NIT), composed of On Scene Coordinators representing each of the ten regions, members of the Environmental Response Team (ERT), representatives from the National Decontamination Team, the Criminal Investigation Division (CID) and the Office of Radiation and Indoor Air (ORIA), was established in 2004. The NIT was tasked with developing guidance to provide standardize NIMS implementation across all EPA regions and programs.

This work assignment will provide contractor support for the NIMS Integration Team.

#### **PURPOSE AND OBJECTIVES:**

The overall objective of this work assignment is to enable the Agency to meet the requirements of HSPD-8.

#### **CONTRACTOR SOW REFERENCES:**

This work is authorized under Task 1, Analytical Support (“for catastrophic disaster response and national security emergency and counter-terrorism preparedness, guidance documents, including directives, fact sheets, and planning models for other Federal agencies and State counterparts”); Task 2, Technical Assistance (“provide rapid technical and administrative support to OEM during emergency incidents or exercises”); Task 3, Conference and Meeting Support (“The Contractor shall provide logistical support for meetings, conferences, and workshops”); Task 4, Training Support (“The Contractor shall provide technical support for training and technical workshops for instruction and orientation in various aspects of OEM programs”); Task 5, Produce OCS Phone Book; Task 6, Management Systems and Planning Support (“The Contractor shall provide support in a variety of planning aspects and administrative options”).

#### **CONTRACTOR REQUIREMENTS:**

##### **Task 1: Work Plan**

The contractor shall prepare a work plan that includes a staffing plan as well as a detailed cost estimate. The work plan will also include a description of the level of effort necessary to complete the work identified in the work assignment. The work plan will be delivered within 21 days of receipt of this work assignment.

##### **Task 2: Development and maintenance of training, documents and website updates**

The Contractor shall provide development and maintenance of training, documents and websites as requested, including:

- Incident Management Handbook;
- Job aids;
- NIMS Integration Team web site;
- Senior Agency Official course.

**Task 3: Meeting and Conference Support**

The Contractor shall provide coordination and logistical support necessary for meetings and conferences relating to NIMS integration, including the following:

- Prepare draft agendas and briefing materials for review and approval by the WAM;
- Arrange for conference lines and meeting space at least two weeks before any meeting;
- Develop and distribute briefing materials;
- Attend and facilitate meetings and planning sessions if requested;
- Prepare a summary report on key issues, decisions, and tasks after each meeting;
- Distribute the meeting minutes.

Travel to meetings will be required to fulfill the needs of this task. Assume 1-2 individuals traveling at \$1,500 each. Assume 2-4 meetings on an annual basis.

**Task 4: Resource Typing**

The Contractor shall provide support for the development of a method to meet the requirements of HSPD-8 resource typing, including:

- Develop implementation method;
- Prepare briefings on implementation method;
- Coordinate with the National Decontamination Team regarding the Equipment Data Base and typing implementation;
- Coordinate with Special Teams as required regarding equipment and personnel capabilities.

Travel to meetings will be required to fulfill the needs of this task. Assume 2 - 3 individuals traveling at \$1,500 each. Assume 1- 4 meetings on an annual basis.

**Task 5: OSC Phone Book**

The Contractor shall coordinate with the EPA Environmental Response Team to produce the OSC Phone Book. This task includes:

- Formatting;
- Verifying information;
- Coordinating with the EPA printing office.

**Task 6: Support for "Shadowing" program**

The Contractor shall provide coordination and meeting support necessary for the implementation and maintenance of the EPA/US Forest Service "Shadowing" program, including:

- Develop, present and document participation in Webinars for EPA personnel participating in the shadowing program;
- Coordinate with the National Interagency Fire Center (NIFC) on deployment of personnel participating in the shadowing program;
- Maintain spreadsheet or data base with EPA personnel participating in the shadowing program;
- Maintain documentation of trip reports from EPA personnel participating in the shadowing program.

## ADDITIONAL REQUIREMENTS

Work on this work assignment will comply with all provisions and stipulations in the contract, including the following:

### TECHNICAL DIRECTION

In accordance with EPAAR 1552.237-71–*Technical Direction*, the Work Assignment Manager (WAM) will provide Technical Direction during performance of this Work Assignment.

Technical direction includes:

- (1) Instruction to the contractor that approves approaches, solutions, designs, or refinements; fills in details; completes the general description of work; shifts emphasis among work areas or tasks; and
- (2) Evaluation and acceptance of reports or other deliverables.

Technical Direction must be within the scope of the contract-level SOW. The WAM does not have the authority to issue Technical Direction which:

- (1) Requires additional work outside the scope of the contract or Work Assignment;
- (2) Constitutes a change as defined in the "Changes" clause;
- (3) Causes an increase or decrease in the estimated cost of the contract or Work Assignment;
- (4) Alters the period of performance of the contract or Work Assignment; or
- (5) Changes any of the other express terms or conditions of the contract or Work Assignment.

Technical Direction will be issued in writing by the WAM, or confirmed by the WAM in writing within five (5) calendar days after oral issuance.

### GOVERNMENT PRINTING

Performance under this work assignment calls for printing or duplication that exceeds the maximum limitations described in EPAAR 1552.208-70–*Printing*. Any printing or duplication called for under this work assignment in excess of those limits must be performed by EPA's

Print Shop or by the Government Printing Office (GPO). The contractor will coordinate with the Work Assignment Manager (WAM) on all printing or duplication to be completed by EPA's Print Shop or the GPO.

#### CONFLICT OF INTEREST

The contractor will identify in the work plan whether any apparent, potential, or actual conflicts of interest exist for any part of the work assignment. If conflicts exist, the contractor will list those conflicts and state how it proposes to neutralize or mitigate the conflicts. If no conflicts exist, the contractor will state that no conflicts exist.

#### TRAVEL

Performance under this work assignment requires travel. The contractor will conduct local and Continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found here: [www.gsa.gov/fttr](http://www.gsa.gov/fttr). The contractor will conduct Outside the Continental United States (OCONUS) travel in accordance with DoD's Joint Travel Regulations found here: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The contractor will adhere to the requirements of Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this work assignment.

#### GREEN MEETINGS AND CONFERENCES

Performance of this work assignment requires the contractor to perform meeting or conference support services. In performing those services and when setting up meetings and conferences, the contractor will follow the goals of EPA's *Green Meetings / Conferences Initiative* found here: <http://www.epa.gov/oppt/greenmeetings/index.htm>.

#### COMMUNICATIONS PRODUCTS

Performance under this work assignment requires the contractor to develop deliverables that are considered by EPA to be "Communications Products". The contractor will develop Communications Products in accordance with EPA's *Policy and Implementation Guide for Communications Product Development and Approval* found here: <http://www.epa.gov/productreview/guide/index.html>.

Additionally, if Communications Products require the use of EPA graphics, logos, or other identifiable materials, the Communications Products are further subject to the standards in EPA's *Visual and Product Standards Graphics Manual* found here: <http://wedcor.cor.epa.gov/pages/TIM/VisualIdentity-6-19-07.pdf>.

#### DELIVERABLES

*Unless otherwise requested, the Contractor will prepare all documents using software*



*compatible with OEM equipment and also use Fonts consistent with those identified in the OEM Graphic Manual.*

#### EXPENDITURE OF FUNDS/HOURS

In addition to the requirements of the contract, the Contractor will notify the WAM when 75% of funds and/or hours for this work assignment have been expended. The Contractor will not exceed either the dollar or professional labor hour budget of a work assignment without written approval from the CO.

#### CONFIDENTIAL BUSINESS INFORMATION (CBI)


If this work assignment requires use of CBI, the Contractor will abide by all EPA CBI requirements and stipulations. The Contractor will identify in the work plan budget all estimated costs for dealing with CBI requirements. All CBI must be returned to EPA as soon as it is no longer needed under this work assignment or before the expiration of the work assignment, whichever ever occurs first.

#### INHERENTLY GOVERNMENTAL FUNCTIONS (IGF)

The Contractor will not perform any IGF under this work assignment. If during the course of developing the plan of work, through receipt of technical direction, or in carrying out the assignment any portion of the effort is considered to possibly be an IGF, the Contractor must immediately notify the PO.

#### AUTOMATED DATA PROCESSING (ADP)

No Federal Information Processing (FIP) resources as defined in 41 CFR Ch. 201, Section 210-4 are to be delivered under this contract. The term, FIP resources, includes FIP equipment, software, services, support services, maintenance, related supplies, and systems.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number OP3-422	
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:	
Contract Number EP-W-08-036		Contract Period 05/05/2008 To 05/04/2013 Title of Work Assignment/SF Site Name BOC Support	
Contractor SYSTEMS RESEARCH AND APPLICATIONS CORPORATION		Specify Section and paragraph of Contract SOW	
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval		Period of Performance From 05/05/2012 To 05/04/2013	
Comments: Approval of the contractor's revised work plan and cost estimate dated May 29, 2012 for \$31,491.85 and LOE of 400 hours.			
<input type="checkbox"/> Superfund		Accounting and Appropriations Data	
		<input checked="" type="checkbox"/> Non-Superfund	
SFO (Max 2) <span style="border: 1px solid black; padding: 2px;">22</span>		Note: To report additional accounting and appropriations data use EPA Form 1900-69A.	
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)
			Budget Org/Code (Max 7)
			Program Element (Max 9)
			Object Class (Max 4)
			Amount (Dollars)
			(Cents)
			Site/Project (Max 8)
			Cost Org/Code (Max 7)
1			
2			
3			
4			
5			
Authorized Work Assignment Ceiling			
Contract Period: 05/05/2008 To 05/04/2013		Cost/Fee: \$0.00    LOE:	
This Action:		\$31,491.85	
Total:		\$31,491.85	
Work Plan / Cost Estimate Approvals			
Contractor WP Dated: 05/29/2012		Cost/Fee: \$31,491.85    LOE: 400	
Cumulative Approved:		Cost/Fee: \$31,491.85    LOE: 400	
Work Assignment Manager Name Portia Perry		Branch/Mail Code:	
_____ (Signature)		Phone Number 202-564-2285	
_____ (Date)		FAX Number:	
Project Officer Name Portia Perry		Branch/Mail Code:	
_____ (Signature)		Phone Number: 202-564-2285	
_____ (Date)		FAX Number:	
Other Agency Official Name		Branch/Mail Code:	
_____ (Signature)		Phone Number:	
_____ (Date)		FAX Number:	
Contracting Official Name Lynette Gallion		Branch/Mail Code:	
 (Signature)		Phone Number: 202-564-4463	
_____ (Date)		FAX Number:	

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP3-422

☐

Other

☐

Amendment Number:

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 05/04/2013

Base

Option Period Number 3

Title of Work Assignment/SF Site Name

Support for OEM/BOC

Contractor

SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW

Purpose:

☒

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 05/05/2012 To 05/04/2013

Comments:

This is a Work Assignment Initiation for Option Period 3 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO  
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 0

05/05/2008 To 05/04/2013

This Action:

400

Total:

400

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Portia Perry

Branch/Mail Code:

Phone Number 202-564-2285

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name Manuela Meyer

Branch/Mail Code:

Phone Number: 202-564-1628

FAX Number: 202-565-2557

(Signature)

(Date)

Contracting Official Name Lynette Gallion

Branch/Mail Code:

Phone Number: 202-564-4463

FAX Number:

(Signature)

(Date)

5/2/2012

## STATEMENT OF WORK

**Contractor:** SRA International

**Contract No.:** EP-W-08-036

**Work Assignment Number:** OP3-422

**Timeframe:** CO Approval to May 4, 2013

### Level of Effort

The estimated LOE for this work assignment is 400 hours. The Contractor shall not exceed the estimated LOE/\$ amount in the final approved work plan. Any increase must be initiated through a formal work assignment amendment.

**Work Assignment Title:** Technical and Programmatic Support for the OEM's Business Operations Center

### EPA Work Assignment Manager (WAM):

**Name:** Portia Perry  
**Address:** 1200 Pennsylvania Avenue, N.W.  
Mail Code: 5104A  
Washington, D.C. 20460  
**Tel. No.** (202) 564-2285  
**Fax No.:** (202) 564-8233  
**E-mail:** [perry.portia@epa.gov](mailto:perry.portia@epa.gov)

### EPA Project Officer (PO):

**Name:** Portia Perry  
**Address:** 1200 Pennsylvania Avenue, N.W.  
Mail Code: 5104A  
Washington, D.C. 20460  
**Tel. No.** (202) 564-2285  
**Fax No.:** (202) 564-8233  
**E-mail:** [perry.portia@epa.gov](mailto:perry.portia@epa.gov)

### 1. Background:

The Business Operations Center (BOC) is responsible for developing, analyzing, managing and overseeing all financial and administrative related activities of the Office of Emergency Management (OEM). As a result, OEM's BOC works closely with their HQ and

Regional offices in coordinating these day-to-day activities. The focus of this support is on resource planning, performance evaluation functions and interpreting agency policies and regulations affecting OEM.

In addition, OEM recently established a National Approach to Response (NAR) Workgroup in an effort to resolve certain program office concerns. This workgroup consist of Regional and Headquarters participants and is working to address several pay, finance, and administrative issues that can arise with responses to incidents of national significance.

## **2. Purpose:**

The purpose of this work assignment is to provide technical, analytical, administrative and logistical support to the Office of Emergency Management's Business Operations Center. The specific topics to be covered by this Work Assignment include:

## **3. Statement of Work:**

The Contractor shall perform the following tasks:

### **Task 1: Prepare Work Plan**

The Contractor shall provide a Work Plan to the EPA Contracting Officer (CO). The Work Plan shall include a technical approach of how the work will be accomplished, a cost breakout of labor hours and dollars by labor category for each task with a total summary of all tasks and any Other Direct Costs (ODCs), proposed staffing plan, and schedule of deliverables.

### **Task 2: Meeting Support**

As directed by the EPA WAM, provide technical, administrative and logistical support for OEM/BOC, when they participate on local and national workgroups and committees. Workgroups and committees shall include but are not limited to the National Approach for Response (NAR), EPA's Green Plan Initiative and various workgroups which are established to interpret, implement and/or formulate EPA policies and regulations.

- o Assisting the Work Assignment Manager in the development of meeting agendas, briefing materials and compilation of background materials prior to each meeting;
- o Attending meetings to provide technical assistance and facilitation support during meetings, including facilitating discussions, capturing issues and actions items, and using appropriate methods and approaches for working through a decision-making process;
- o Preparing a draft summary technical report after each meeting, which discusses key issues, decisions, findings, interpretations, decisions, and recommendations; and

- o Revise the technical meeting summary to incorporate comments from the EPA WAM and participants and preparing the final meeting summary.

### **Task 3. Technical and Analytical Support**

As directed by the EPA WAM, the contractor shall provide the following types of technical and analytical support.

- o Analyze and develop issue papers, power points and fact-sheets/briefings covering various aspects of OEM's administrative, financial and budgetary related projects. These materials shall address agency programmatic and regulatory issues and shall be used to brief EPA management, other EPA Office staff, EPA Regions or external customers. Data and analytical requests may draw from various databases and information repositories such as the Comprehensive Environmental Response, Compensation, and Liability Information System (CERCLIS), E-facts, and EPA policies, regulations and guidance;
- o Review, analyze and provide comments and/or recommendations on various documents;
- o Provide support in assessing priorities, strategies, regulations, policies, evaluations and standard operating procedures to implement financial, budgetary, planning, administrative activities for HQ and the Regions.

### **4. Deliverables Schedule:**

All deliverables and the schedule for deliverables will vary depending on the task. Therefore, the deliverables and the schedule for deliverables will be outlined via Technical Direction Form (TDF) to the work assignment.

### **5. Technical Direction**

The Work Assignment Manager (WAM) is authorized to provide technical direction which clarifies the Statement of Work (SOW) as set for in this Work Assignment. Before initializing any action under technical direction, the Contractor shall ensure that the technical direction falls within the scope of work under this Work Assignment.

### **6. Reporting Requirements**

The contractor shall contact the Contracting Officer, Project Officer (PO) and/or the WAM by telephone to discuss any problems that may adversely affect the work on this work assignment. Within five calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number OP3-423 <input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-W-08-036	Contract Period    05/05/2008    To    05/04/2013 Base                      Option Period Number    3	Title of Work Assignment/SF Site Name Support for OEM Website								
Contractor SYSTEMS RESEARCH AND APPLICATIONS CORPORATION		Specify Section and paragraph of Contract SOW								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval		Period of Performance From    05/05/2012    To    05/04/2013								
Comments: Approval of the contractor's work plan and cost estimate dated May 29, 2012 for \$202,028.19 and LOE of 1980 hours.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2)    22                      Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee: \$0.00		LOE:						
05/05/2008 To 05/04/2013										
This Action:		\$202,028.19								
Total:		\$202,028.19								
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: 05/29/2012		Cost/Fee: \$202,028.19		LOE: 1,980						
Cumulative Approved:		Cost/Fee: \$202,028.19		LOE: 1,980						
Work Assignment Manager Name    Eileen Mayer						Branch/Mail Code:				
_____ (Signature) _____ (Date)						Phone Number    202-564-9628				
						FAX Number:				
Project Officer Name    Portia Perry						Branch/Mail Code:				
_____ (Signature) _____ (Date)						Phone Number: 202-564-2285				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) _____ (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name    Lynette Gallion						Branch/Mail Code:				
_____ (Signature) _____ (Date)    6/13/2012						Phone Number: 202-564-4463				
						FAX Number:				

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP3-423

☐ Other ☐ Amendment Number:

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 05/04/2013

Base Option Period Number 3

Title of Work Assignment/SF Site Name

Support for OEM Website

Contractor

SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 05/05/2012 To 05/04/2013

Comments:

This is a Work Assignment Initiation for Option Period 3 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO  
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 0

05/05/2008 To 05/04/2013

This Action:

1,980

Total:

1,980

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Eileen Mayer

Branch/Mail Code:

Phone Number 202-564-9628

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name Manuela Meyer

Branch/Mail Code:

Phone Number: 202-564-1628

FAX Number: 202-565-2557

(Signature)

(Date)

Contracting Official Name Lynette Gallion

Branch/Mail Code:

Phone Number: 202-564-4463

FAX Number:

(Signature)

(Date)



## Work Assignment Statement of Work (SOW)

CONTRACT NO: EP-W-08-036

WORK ASSIGNMENT NO: OP3-423

AMENDMENT NO:

WORK ASSIGNMENT TITLE: Support for OEM Website and Other Communications and Outreach

WORK ASSIGNMENT MANAGER: Eileen Mayer  
EPA/OSWER/OEM/ECD  
Mail Code: 5104A Phone: 202/564-9628  
[Mayer.eileen@epa.gov](mailto:Mayer.eileen@epa.gov)

ALTERNATE WAM: Margaret Gerardin  
EPA/OSWER/OEM/ECD  
Mail Code: 5104A Phone: 202/564-2491  
[Gerardin.margaret@epa.gov](mailto:Gerardin.margaret@epa.gov)

PROJECT OFFICER: Portia Perry  
Ph: 202/564-2285

PERIOD OF PERFORMANCE: CO Approval through 05/04/13

### LEVEL OF EFFORT

The estimated level of effort (LOE) for this work assignment is 1980 hrs. The contractor shall not exceed the estimated LOE/\$ amount in the final approved work plan. Any increase must be initiated through a formal work assignment amendment.

### BACKGROUND:

The Evaluations and Communications Division (ECD) within EPA's Office of Emergency Management (OEM) is responsible for developing communication strategies and outreach materials, improving document formatting, and publishing fact sheets, brochures, reports, CD ROM's, and other outreach materials.

The OEM Website ([www.epa.gov/emergencies](http://www.epa.gov/emergencies)) or ([www.epa.gov/oem](http://www.epa.gov/oem)) is our primary method of communicating with our various customers. Although future and regular updating of the content on the OEM Website is the responsibility of individual content editors, OEM anticipates making continued improvements in the template and the information architecture, as well as developing additional web-based tools for the Website and Web pages in order to meet customer needs.

#### PURPOSE AND OBJECTIVES:

The purpose of this work assignment is to provide support to OEM's Evaluation and Communications Division in preparing publications and other documents for the Web; assisting in maintaining the OEM Website and Intranet; and in developing good Web copy procedures; and conducting usability testing of the redesigned site.

#### CONTRACTOR SOW REFERENCE:

##### **Task 1      Technical/Analytical Support**

- Implementation support to test and evaluate the OEM Website for clarity and consistency; maintain up-to-date content; and enhance the ease of use and navigation of the Website in accordance with the "Minimum Acceptability Standards" in Section I, additional requirements (below);

##### **Task 5      Communications and Outreach Support**

- Design, develop and maintain Web pages and related electronic lists, documents or files;
- Format and publication assistance for all products including technical publications, OEM Website, electronic newsletters

#### CONTRACTOR REQUIREMENTS:

The Contractor shall perform the following tasks:

##### **Task 1: Preparation of Work Plan**

The Contractor shall prepare a work plan that includes a detailed technical and staffing plan as well as a detailed cost estimate. The work plan shall also include a description of the level of effort necessary to complete the work identified in the work assignment. The work plan shall be delivered within 21 days of receipt of this work assignment.

## **Task 2: Support for Outreach and Communication Products**

At the direction of the WAM, the contractor shall support development of a communications strategy and other specific outreach and communications products (PDF files, CD-ROMS, etc.) that enhance the OEM Website. Outreach materials may include: brochures, flyers, fact sheets, video, audio, presentation materials (slides, overheads, etc.), press releases, art/conference displays (booths for conferences), promotional items, and annual reports. Support may include technical editing and/or format and publication assistance of documents in conformance with Agency directives and policies.

## **Task 3: Support for Finalizing OEM Policies Related to Website**

The Contractor shall provide format and publication assistance to assist the WAM in finalizing standard operating procedures or style guide incorporating best practices in developing good Web copy, PDF documents, and Section 508 issues for OEM authors and content editors.

## **Task 4: Maintenances of OEM Website and Associated Web-based Tools**

To maintain the Internet Website, the Contractor shall design and implement changes to the public Website and to the underlying databases as directed by the WAM to meet programmatic requirements; changes in Agency Website policies; or in response to customer needs. This may include review of existing Web-available documents to ensure the timeliness. Typically, these changes will require a Domino developer and permission through EPA's NTSD as a database administrator to perform maintenance tasks on the EPA system. The Website database is: [epa.gov/oem](http://epa.gov/oem). The associated tools are the EHS Profile database, the List of Lists database, and the LEPC database.

## **SCHEDULE AND DELIVERABLES:**

<b>Task #</b>	<b>Deliverable</b>	<b>Due Date</b>
Task 1	Workplan	21 days after receipt of work assignment
Task 2	Development of outreach products, as needed and directed by the WAM.	Ongoing
Task 3	Development of procedures and guides as needed and directed by the WAM.	Ongoing

Task 4	Design and implementation of system changes as needed to maintain Website, as directed by the WAM.	Ongoing
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Work on this work assignment shall comply with all provisions and stipulations in the contract, including the following:

#### Contractor Communications

Upon receipt of the work assignment, the Contractor shall contact the EPA Work Assignment Manager (WAM) to review the Scope of Work (SOW) and desired outcome. This communication shall take place prior to the Contractor's submission of the final work plan.

Upon approval of the work plan, the Contractor shall maintain at least weekly communications with the WAM regarding the status of work on the work assignment.

#### Deliverables

Unless otherwise requested, the Contractor shall prepare all documents using software compatible with OEM equipment and also use Fonts consistent with those identified in EPA's Graphic Manual or other graphic directives. In addition to submitting a hard copy, the Contractor shall provide all deliverables on CD Rom.

#### Technical Direction

The Designated WAM on this work assignment is authorized to provide technical direction to the extent allowed under EPAAR (1552.237-71) (APR 1984) (DEVIATION). Other than the Designated WAM, only the Project Officer (PO) and the Contracting Officer (CO) are authorized to provide technical direction.

Technical direction includes:

- (1) Direction to the Contractor which assists the Contractor in accomplishing the SOW.
- (2) Comments on and approval of reports or other deliverables.

Technical direction must be within the contract and the work assignment SOW. The PO and the WAM **do not** have the authority to issue technical direction which:

- (1) institutes additional work outside the scope of either the contract or this work

assignment;

- (2) constitutes a change as defined in the "Changes" clause;
- (3) causes an increase or decrease in the estimated cost of the contract or work assignment;
- (4) alters the period of performance; or
- (5) changes any of the other express terms or conditions of the contract or work assignment.

Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after oral issuance.

#### Information Technology (IT) Products

Performance under this work assignment requires the contractor to acquire information technology (IT) products on behalf of the Government. When acquiring IT products under this contract, the contractor shall adhere to EPAAR 1552.211-79—Compliance with EPA Policies for Information Resources Management.

Additionally, IT products are often considered "sensitive items" that must be controlled as EPA accountable property. The Contractor shall determine if any IT products to be acquired under this work assignment constitute accountable property and if so, shall coordinate with the Work Assignment Manager (WAM) to ensure all acquired accountable property is controlled and tracked in accordance with Chapter 3 of the EPA Personal Property Policy and Procedures Manual.

#### Information Technology (IT) Services

Performance under this work assignment requires the contractor to perform information technology (IT) services on behalf of the Government. When performing IT services under this work assignment, the Contractor shall adhere to EPAAR 1552.211-79—Compliance with EPA Policies for Information Resources Management.

#### Conflict of Interest

The Contractor shall identify in the work plan whether any apparent, potential, or actual conflict of interest exists for any part of the work assignment. If conflicts exist, the Contractor shall list those conflicts and state how they propose to neutralize or mitigate the conflicts. If no conflicts exist, the Contractor shall state that no conflicts exist.

### Expenditure of Funds/Hours

In addition to the requirements of the contract, the Contractor shall notify the WAM when 75% of funds and/or hours for this work assignment have been expended.

The Contractor shall not exceed either the dollar or professional labor hour budget of a work assignment without written approval from the CO.

### Travel Costs (as applicable)

Performance under this work assignment requires travel. The Contractor shall conduct local and Continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found here: [www.gsa.gov/fttr](http://www.gsa.gov/fttr). The Contractor shall conduct Outside the Continental United States (OCONUS) travel in accordance with DoD's Joint Travel Regulations found here: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The Contractor shall adhere to the requirements of Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this work assignment.

### Communications Products

Performance under this work assignment requires the Contractor to develop deliverables that are considered by EPA to be "Communications Products." The Contractor shall develop Communications Products in accordance with EPA's *Policy and Implementation Guide for Communications Product Development and Approval* found here: <http://www.epa.gov/productreview/guide/index.html>.

Additionally, if Communications Products require the use of EPA graphics, logos, or other identifiable materials, the Communications Products are further subject to the standards in EPA's *Visual and Product Standards Graphics Manual* found here: <http://wedcor.cor.epa.gov/pages/TIM/VisualIdentity-6-19-07.dpf>.

### Printing and Duplication

The Contractor is prohibited from performing any printing under the Government Printing and Binding Regulations. Duplication is allowed to the extent it does not exceed 5,000 impressions of a single-page document or 25,000 impressions of multiple-page documents and the work cannot be performed under the job or time constraints at the EPA Print Shop. **Under the above regulations, duplication is further limited to documents generated by the Contractor under the work assignment.**

### Inherently Governmental Functions (IGF)

The Contractor shall not perform any IGF under this work assignment. If during the

course of developing the plan of work, through receipt of technical direction, or in carrying out the assignment any portion of the effort is considered to possibly be an IGF, the Contractor must immediately notify the PO.

Automated Data Processing (ADP)

No Federal Information Processing (FIP) resources as defined in 41 CFR Ch. 201, Section 210-4 are to be delivered under this contract. The term, FIP resources, includes FIP equipment, software, services, support services, maintenance, related supplies, and systems.

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP3-424

☐ Other ☐ Amendment Number:Contract Number  
EP-W-08-036Contract Period 05/05/2008 To 05/04/2013  
Base Option Period Number 3Title of Work Assignment/SF Site Name  
OEM RetreatContractor  
SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW

Purpose: ☐ Work Assignment ☐ Work Assignment Close-Out  
☐ Work Assignment Amendment ☐ Incremental Funding  
☒ Work Plan Approval

Period of Performance

From 05/05/2012 To 05/04/2013

## Comments:

Approval of the contractor's revised work plan and cost estimate dated May 29, 2012 for \$105,083.91 and LOE of 800 hours.

☐ Superfund

## Accounting and Appropriations Data

☒ Non-Superfund

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

SFO  
(Max 2)

22

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period: 05/05/2008 To 05/04/2013 Cost/Fee: \$0.00 LOE:

This Action: \$105,083.91

Total: \$105,083.91

## Work Plan / Cost Estimate Approvals

Contractor WP Dated: 05/29/2012 Cost/Fee: \$105,083.91 LOE: 800

Cumulative Approved: Cost/Fee: \$105,083.91 LOE: 800

Work Assignment Manager Name Portia Perry

Branch/Mail Code:

Phone Number 202-564-2285

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Lynette Gallion

Branch/Mail Code:

Phone Number: 202-564-4463

FAX Number:

(Signature)

(Date)



**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP3-424

☐ Other ☐ Amendment Number:Contract Number  
EP-W-08-036

Contract Period 05/05/2008 To 05/04/2013

Title of Work Assignment/SF Site Name

Support f/OEM's Office Retreat

Contractor  
SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 05/05/2012 To 05/04/2013

Comments:

This is a Work Assignment Initiation for Option Period 3 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.



Superfund

## Accounting and Appropriations Data



Non-Superfund

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

SFO  
(Max 2)

22

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 0

05/05/2008 To 05/04/2013

This Action:

800

Total:

800

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Portia Perry

Branch/Mail Code:

Phone Number 202-564-2285

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name Manuela Meyer

Branch/Mail Code:

Phone Number: 202-564-1628

FAX Number: 202-565-2557

(Signature)

(Date)

Contracting Official Name Lynette Gallion

Branch/Mail Code:

Phone Number: 202-564-4463

FAX Number:

(Signature)

(Date)

## WORK ASSIGNMENT STATEMENT OF WORK

WORK ASSIGNMENT NUMBER: OP3-424

WORK ASSIGNMENT TITLE: : Support for Leadership Development, Program Evaluation, and Office Retreat.

CONTRACTOR: Systems Research and Application Corporation (SRA)

CONTRACT NUMBER: EP-W-08-036

WORK ASSIGNMENT MANAGER:

Portia Perry  
Mail Code: 5104A  
Phone: (202) 564-2285  
Fax: (202) 564-8233

ESTIMATED PERIOD OF PERFORMANCE: CO approval – May 4, 2013

ESTIMATED LABOR HOURS: 800

PURPOSE:

The Purpose of this work assignment is to provide support for conferences and meetings related to OEM management staff and office wide retreats. The work assignment will also provide leadership development support for the OEM management staff and support for 360-Degree Feedback assessment to improve the overall structure of the organization.

BACKGROUND

OEM is responsible for managing several environmental programs including the Risk Management Program (RMP), the Emergency Planning and Community Right-to-Know (EPCRA) program, the Superfund Removal program, and the Oil Pollution program. As a result, OEM works closely with their Regional offices in overseeing and coordinating the day to day activities and efforts related to these programs. To facilitate this collaboration, OEM holds management and office wide retreats to discuss priorities and the future direction of the various programs. Additionally, OEM is continuing to evaluate their programs and policies to ensure they are moving toward the vision and mission of the organization.

DESCRIPTION OF TASKS

The Contractor shall perform the following tasks:

## TASK A-1: DEVELOP WORK PLAN

The contractor shall provide a Work Plan to the EPA Contracting Officer (CO). The work plan shall include a description of the contractor's technical approach for accomplishing this work assignment, identification of all potential data sources and methods for analysis, a cost breakout of labor hours and dollars by labor category for each task with total summary of all tasks and any Other Direct Costs (ODC), and a detailed technical and staffing plan. The work plan shall also include a schedule of deliverables.

## TASK 1: SUPPORT OEM MANAGEMENT STAFF RETREAT

- a) The contractor shall provide support for an OEM management staff retreat to be held in FY2012 and/or FY2013. This support will include development of draft agenda, discussion documents, training materials, and exercises, based on discussions with and materials from the WAM. Agenda items/topics and meeting materials shall be provided to the WAM via email 10 days after receipt of written technical direction giving the date of the meeting. The contractor will then have 10 days to provide a draft of the agenda and meeting materials. The WAM will review and comment on the agenda and meeting materials within 10 days and provide those comments to the contractor. Any modifications to the deliverable will be requested by the WAM in a written TDD. Any modifications requested by EPA shall be incorporated and submitted to the WAM within 10 days of the request.
- b) The contractor shall provide facilitation and logistical support for the OEM management staff's retreat, such as securing meeting facilities, ensuring availability of necessary audio-visual equipment, ensuring an experienced, skillful facilitator is available during the meeting to facilitate group discussions, and ensuring proper set up of the meeting room.

## TASK 2: SUPPORT OEM OFFICE WIDE RETREAT

- a) The contractor shall provide support for an OEM office wide retreat to be held in FY2012 or FY2013. This support will include development of draft agenda, discussion documents, training materials, and exercises, based on discussions with and materials from the WAM. Agenda items/topics and meeting materials shall be provided to the WAM via email 10 days after receipt of written technical direction giving the date of the meeting. The contractor will then have 10 days to provide a draft of the agenda and meeting materials. The WAM will review and comment on the agenda and meeting materials within 10 days and provide those comments to the contractor. Any modifications to the deliverable will be requested by the WAM in a written TDF. Any modifications requested by EPA shall be incorporated and submitted to the WAM within 10 days of the request.
- b) The contractor shall provide facilitation and logistical support for the OEM office wide retreat, such as securing meeting facilities, ensuring availability of necessary audio-visual

equipment, ensuring an experienced, skillful facilitator is available during the meeting to facilitate group discussions, and ensuring proper set up of the meeting room.

### TASK 3: SUPPORT LEADERSHIP DEVELOPMENT

#### Management Coaching

At the request of the WAM through written technical direction, the contractor shall develop and implement a management coaching program for OEM managers. The program shall include elements such as, group and individual personal coaching, leadership development, leadership assessments, goal setting exercises, and group and individual feedback.

### TASK 4: SUPPORT FOR 360-DEGREE FEEDBACK ASSESSMENT

The contractor shall provide support for 360-degree feedback assessments during FY 2012 or FY 2013 as a result of any OEM management or office wide retreat. The EPA WAM will provide technical direction to the contractor on the development and analysis of management and staff feedback input as a result of these meetings.

### DELIVERABLES

TASK NO.	DELIVERABLE	DUE	SPECIAL INSTRUCTIONS
A-1	Work Plan	NLT 21 days after receipt of WA	
1	OEM Management Staff Retreat	NLT 120 days after work plan approval	WAM may request revision through Technical Direction
2	OEM Office Wide Retreat	NLT 120 days after work plan approval	WAM may request revision through Technical Direction
3	Support Leadership Development Through Management Coaching	NLT 120 days after work plan approval	WAM may request revision through Technical Direction
4	360-Degree Feedback Assessment	NLT 120 days after work plan approval	WAM may request revision through Technical Direction

### TECHNICAL DIRECTION

In accordance with EPAAR 1552.237-71-*Technical Direction*, the Work Assignment Manager (WAM) will provide Technical Direction during performance of this Work Assignment.

Technical direction includes:

- (1) Instruction to the contractor that approves approaches, solutions, designs, or refinements; fills in details; completes the general description of work; shifts emphasis among work areas or tasks; and
- (2) Evaluation and acceptance of reports or other deliverables.

Technical Direction must be within the scope of the contract-level SOW. The WAM does not have the authority to issue Technical Direction which:

- (1) Requires additional work outside the scope of the contract or Work Assignment;
- (2) Constitutes a change as defined in the "Changes" clause;
- (3) Causes an increase or decrease in the estimated cost of the contract or Work Assignment;
- (4) Alters the period of performance of the contract or Work Assignment; or
- (5) Changes any of the other express terms or conditions of the contract or Work Assignment.

Technical Direction will be issued in writing by the WAM, or confirmed by the WAM in writing within five (5) calendar days after oral issuance.

#### TRAVEL

Performance under this work assignment requires travel. The contractor shall conduct local and Continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found here: [www.gsa.gov/ftt](http://www.gsa.gov/ftt). The contractor shall conduct Outside the Continental United States (OCONUS) travel in accordance with DoD's Joint Travel Regulations found here: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The contractor shall adhere to the requirements of Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this work assignment.

#### GREEN MEETINGS AND CONFERENCES

Performance of this work assignment requires the contractor to perform meeting or conference support services. In performing those services and when setting up meetings and conferences, the contractor shall follow the goals of EPA's *Green Meetings / Conferences Initiative* found here: <http://www.epa.gov/oppt/greenmeetings/index.htm>.

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP3-427

☐ Other ☒ Amendment Number:

000003

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 05/04/2013

Base Option Period Number 3

Title of Work Assignment/SF Site Name

Oil Tech Support

Contractor

SRA INTERNATIONAL, INC.

Specify Section and paragraph of Contract SOW

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 05/05/2012 To 05/04/2013

Comments:

The purpose of this amendment is to reinstate Mark Howard at howard.mark@epa.gov (phone #202-564-1964) as the primary WAM. Patricia Gioffre at gioffre.patricia@epa.gov (202-564-1972) remains the alternate WAM.

☐ Superfund

Accounting and Appropriations Data

☒ Non-SuperfundSFO  
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 2,000

05/05/2008 To 05/04/2013

This Action:

0

Total:

2,000

## Work Plan / Cost Estimate Approvals

Contractor W/P Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Mark W. Howard

Branch/Mail Code:

Phone Number 202-564-1964

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Carolyn Mosinski

Branch/Mail Code:

Phone Number: 202-564-0962

FAX Number:

(Signature)

(Date)







**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP3-427

☐ Other ☐ Amendment Number:

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 05/04/2013

Base

Option Period Number 3

Title of Work Assignment/SF Site Name

Oil Tech Support

Contractor

SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 05/05/2012 To 05/04/2013

Comments:

This is a Work Assignment Initiation for Option Period 3 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.



Superfund

## Accounting and Appropriations Data



Non-Superfund

SFO  
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 0

05/05/2008 To 05/04/2013

This Action:

2,000

Total:

2,000

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Mark W. Howard

Branch/Mail Code:

Phone Number 202-564-1964

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name Manuela Meyer

Branch/Mail Code:

Phone Number: 202-564-1628

FAX Number: 202-565-2557

(Signature)

(Date)

Contracting Official Name Lynette Gallion

Branch/Mail Code:

Phone Number: 202-564-4463

FAX Number:

(Signature)

(Date)

## WORK ASSIGNMENT STATEMENT OF WORK

Contract No: EP-W-08-036 - OP3 - 427

Work Assignment for Mark W. Howard

**I. Title:**

Technical, Regulatory and Training Support for the Oil Activities and the 40 CFR 112 Regulations

**II. Work Assignment Manager:**

Mark W. Howard  
USEPA/OSWER/OEM/RPDD  
Mail Code 5104A  
1200 Pennsylvania, Ave, NW  
Washington, DC 20460  
Telephone: (202) 564-1964  
Fax: (202) 564-2625  
Email: [howard.markw@epa.gov](mailto:howard.markw@epa.gov)

Patricia Gioffre  
Alternate WAM  
same address  
Telephone: (202) 564-1972  
Fax: (202) 564-2625  
Email: [gioffre.patricia@epa.gov](mailto:gioffre.patricia@epa.gov)

**III. Period of Performance: CO Signature through 5/4/2013**

**IV: Level of Effort:**

The estimated LOE for this work assignment is 2,000 hours. The Contractor shall not exceed the estimate LOE/\$ amount in the final approved work plan. Any increase must be initiated through a formal work assignment amendment.

**V. Scope of Work:**

**Background**

The Work Assignment Amendment is intended to provide funding and hours for the technical support of development of regulations, guidance, and policy pertaining to oil pollution prevention and preparedness regulations (40 CFR Part 112) for non-transportation related facilities, program implementation, oil program training, technical outreach and the other oil program activities.

Contractor support is immediately necessary to meet the requirements of future rulemaking and policy efforts for the oil program possibly under an extremely ambitious schedule. The tasks included in this effort are as follows:

**Task 1: General and specialized technical support of the regulatory process**

The contractor shall provide analysis, documents, reports, guidance and data to support both the regulatory process and implementation of 40 CFR part 112 and other activities related to the oil program. This task includes but is not limited to review, comment, analysis and research associated with support of the regulatory action development process (technical support of rulemaking activities, including data gathering activities), litigation support, trend analysis, sector assistance, enforcement, compliance assistance and implementation for 40 CFR part 112. All data gathering activities must be conducted in compliance with the Paperwork Reduction Act and Agency Data Quality Standards. This task also includes the use of specialized technical expertise to support the regulatory action development process. This specialized technical support shall include the utilization of Registered Professional Engineers (PEs), Petroleum Engineers, Oil Spill Response Professionals/Planners, Corrosion Engineers/professionals, Safety/fire Engineers, API/STI certified 653/570/SP001 inspectors, non-petroleum oil specialists including food sanitation or biofuel specialists, non-petroleum oil chemists, and alternative fuel engineers to address storage tank/pipe construction, corrosion, fire protection, inspection, testing, operation, oil spill response/preparedness and planning, security and management issues related to the implementation, enforcement and regulatory development of 40 CFR part 112 as required through written technical direction. These experts must be carefully evaluated for potential conflicts of interest.

**Task 2: General and specialized technical support of policy development, program implementation and technical outreach materials**

The contractor shall provide both general and specialized technical support for the Oil Program implementation

efforts. This task includes the development of policy/guidance, inspection checklists, internal technical outreach document development, external technical outreach development for government offices, the regulated community and other interested stakeholders. This task includes but is not limited to the production, development and review of both electronic, HTML (web ready) web pages and printed materials in support of technical outreach as related to 40 CFR part 112. All data gathering activities must be conducted in compliance with the Paperwork Reduction Act and Agency Data Quality Standards. The specialized technical support for this task includes use of Registered Professional Engineers (PEs), Petroleum Engineers, Production experts (including hydraulic fracturing and offshore operations) Oil Spill Response Professionals/Planners, Corrosion Engineers/professionals, Safety/fire Engineers, API/STI certified 653/570/SP001 inspectors, non-petroleum oil specialists including food sanitation or biofuel specialists, non-petroleum oil chemists, and alternative fuel engineers to address storage tank/pipe construction, corrosion, fire protection, inspection, testing, operation, oil spill response/preparedness and planning, security and management issues related to the implementation, enforcement and regulatory development of 40 CFR part 112 as required through written technical direction. These experts must be carefully evaluated for potential conflicts of interest. This task shall include review and comment on technical reports (such as API 653 inspections, 570 inspections, NDT data, corrosion evaluations, standards and practices, and SP001 inspections) in support of the regional and headquarters offices. This support may also include development of databases/programs and other IT support for program implementation, including but not limited to the SPCC Tier I and II template/plan completion program and software support as needed. The contractor shall perform technical peer reviews of technical documents and materials as required through written technical direction. The task includes but is not limited to the review and analysis of technical documents, laws/regulations, standards, specifications, papers, websites, and presentations as related to the regulatory development enforcement and implementation of 40 CFR part 112 and the mission of the OEM.

The contractor shall provide support for technical outreach activities relating to 40 CFR part 112 and other oil program activities. This technical outreach includes but is not limited to the following: developing/updating outreach materials such as: brochures, flyers, fact sheets, videotapes, audiotapes, presentation materials (slides, overheads, etc.) press releases, art/conference displays (booths for conferences). The coordination of partners and stakeholders to develop outreach materials. The design, development and maintenance of web pages and related electronic lists, documents or files related to 40 CFR part 112 and other oil related activities. Formatting and publication assistance for all products including technical publications, OEM website, electronic newsletters (such as the EPA Oil Update and similar documents), Teleconferences (including technical support in script development, booking and arrangement of studio (and related) support, satellite time, and downlink sites and equipment and other support necessary to produce a teleconference). Develop and revise graphics standards in conformance with Agency directive and policies and providing administrative and technical assistance in support of exhibit/conference booths.

#### **Task 3: 40 CFR part 112 training, development and support**

The contractor shall provide support for the mandatory training requirements of EPA order 3500.1 relating to OEM's 40 CFR part 112 inspector training courses (8 and 40 hour) and all other training programs relating to the implementation of the 40 CFR part 112 regulation and other oil program related functions. This task includes but is not limited to the production, development and review of both electronic, HTML (web ready) web pages and printed training program materials in support of the 40 CFR part 112 inspector training program development and delivery. This may include the development of an online refresher module for inspectors to complete the training in an online setting. This may include hosting a server for the online training module. This task also includes support for advanced training courses on inspection related subject matter.

#### **Task 4: Draft briefing materials, general support and transition support**

The contractor shall prepare draft briefing materials, fact sheets, workgroup (technical or managers) meeting/conference call notes or summaries, status reports, data summaries and analyses, and conference papers for regulatory, policy, training and litigation support. Finally, this task includes coordinating with current RPDD contractor and the WAM to develop a plan to transition work from the existing contract to the new contract described in this document. This includes housing and maintaining all deliverables develop under the ABT contract. This may include meeting or phone conferences to complete this task.

#### **Task 5 – Oil Program training development and support**

The contractor shall prepare draft and final course materials in support of the On Scene Coordinators Readiness training program, the Oil Program Introductory Training program (OPA 101) and the IOSC (including supporting the management of the IOSC film festival). In the case of the IOSC this may also include meeting support to assist with the IOSC. This task may involve travel to the IOSC in Savannah Georgia. This task includes but is not limited to the production, development review, of electronic and printed training oil program materials in support of the On

Scene Coordinators Readiness Training Program, the Oil Program Introductory Training program (OPA 101) and the IOSC).

**Task 6 - Technical training expertise** The contractor shall provide expert instructors and trainers. This specialized technical training expertise shall include the utilization of Registered Professional Engineers (PEs), Oil Spill Response Professionals/Planners, Petroleum Engineers, Corrosion Engineers/professional, Safety/fire Engineers, and API/STI certified 653/570/SP001 inspectors to address storage tank/pipe construction, corrosion, production (including Hydraulic Fracturing), fire protection, inspection, testing, operation, oil spill response/preparedness and planning, security and management issues related to the regulatory and implementation efforts associated with 40 CFR part 112 and other oil program related activities.

**Task 7 - Training/technical meeting logistical support and contract management**

The contractor shall submit draft technical summaries of workgroup and other meetings to the WAM. This task includes preparing summaries, meeting notes, documents and outlines for the Technical workgroup, as requested the Oil Program Managers Workgroup, and any other meetings as assigned. The contractor shall provide logistical support for the preparation and delivery of technical and Oil Program Manager meetings. The contractor shall provide logistical support for the preparation and delivery of training programs under tasks 3, 5, & 6. This support includes online support to host a website for inspectors as well as support for webinar type presentations. The contractor will provide support for registration and assisting with the negotiation/acquisition of hotels/meeting space for the training and meeting tasks under this work assignment. The contractor shall provide a workplan for this work assignment within 21 days after receipt of WA Initiation. Prior to submittal of the workplan the contract will meet with the WAM to discuss the WA.

**VI. Deliverables**

Deliverables will be provided in the Microsoft Office suite, including MS Word and Powerpoint and html-ready documents as requested. Deliverables may be provided in hardcopy, via email or CD/DVD as appropriate. The work plan will be submitted 21 days after receipt of WA initiation.

TASK NO.	DELIVERABLE	DUE	SPECIAL INSTRUCTIONS
1	As described in forthcoming TD	As directed by the WAM in the TD	
2	As described in forthcoming TD	As directed by the WAM in the TD	
3	As described in forthcoming TD	As directed by the WAM in the TD	
4	As described in forthcoming TD	As directed by the WAM in the TD	
5	As described in forthcoming TD	As directed by the WAM in the TD	
6	As described in forthcoming TD	As directed by the WAM in the TD	
7	As described in forthcoming TD	As directed by the WAM in the TD	
	Work Plan	21 days after receipt of WA Initiation	Contractor shall schedule a meeting with the WAM to discuss the WA prior to submitting a workplan. Delays caused by the WAM or holidays will not be counted against the contractor's 21 day deliverable due date.

**VII. Travel**

Performance under this work assignment requires travel. The contractor shall conduct local and Continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found here: [www.gsa.gov/ftt](http://www.gsa.gov/ftt). The contractor shall conduct Outside the Continental United States (OCOUS) travel in accordance with DoD's Joint Travel Regulations found here: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The contractor shall adhere to the requirements of Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this work assignment. The travel includes the following:

1. One five day trip for one person in support of the SPCC/FRP 3500.1 inspector training program to be

- held in Seattle, WA (Fall 2012).
2. One five day trip for one person in support of the SPCC/FRP 3500.1 inspector training program to be held in Kansas City, MO (Spring 2013).
  3. One three day trip for one person in support of an OEM Oil Inspector national meeting (Date TBA).

#### **VIII. Technical Direction**

In accordance with EPAAR 1552.237-71-*Technical Direction*, the Work Assignment Manager (WAM) will provide Technical Direction during performance of this Work Assignment. Technical direction includes:

- (1) Instruction to the contractor that approves approaches, solutions, designs, or refinements; fills in details; completes the general description of work; shifts emphasis among work areas or tasks; and
- (2) Evaluation and acceptance of reports or other deliverables.

Technical Direction must be within the scope of the contract-level SOW. The WAM does not have the authority to issue Technical Direction which:

- (1) Requires additional work outside the scope of the contract or Work Assignment;
- (2) Constitutes a change as defined in the "Changes" clause;
- (3) Causes an increase or decrease in the estimated cost of the contract or Work Assignment;
- (4) Alters the period of performance of the contract or Work Assignment; or
- (5) Changes any of the other express terms or conditions of the contract or Work Assignment.

Technical Direction will be issued in writing by the WAM, or confirmed by the WAM in writing after direction is provided orally.

#### **IX. Government Printing**

Performance under this work assignment calls for printing or duplication that exceeds the maximum limitations described in EPAAR 1552.208-70-*Printing*. Any printing or duplication called for under this work assignment in excess of those limits must be performed by EPA's Print Shop or by the Government Printing Office (GPO). The contractor shall coordinate with the Work Assignment Manager (WAM) on all printing or duplication to be completed by EPA's Print Shop or the GPO. The CO has approved the printing of 500 CD/DVD ROMs per period of performance.

#### **X. Information Technology (IT) Products for SPCC Tier I and II Template**

Performance under this work assignment may require the contractor to acquire information technology (IT) products on behalf of the Government. When acquiring IT products under this contract, the contractor shall adhere to EPAAR 1552.211-79-*Compliance with EPA Policies for Information Resources Management*.

Additionally, IT products are often considered "sensitive items" that must be controlled as EPA accountable property. The contractor shall determine if any IT products to be acquired under this work assignment constitute accountable property and if so, shall coordinate with the Work Assignment Manager (WAM) to ensure all acquired accountable property is controlled and tracked in accordance with Chapter 3 of the *EPA Personal Property Policy and Procedures Manual*.

## **XI. IT Services for SPCC Tier I and II Template**

Performance under this work assignment may require the contractor to perform information technology (IT) services on behalf of the Government. When performing IT services under this work assignment, the contractor shall adhere to EPAAR 1552.211-79—*Compliance with EPA Policies for Information Resources Management*.

## **XII. Conflict of Interest**

Due to the highly technical nature of the expertise needed to complete this WA a limited pool of contractors can be drawn from in the current market. Often these specialized personnel work for Industry or Industry advocacy groups (API). Thus, the relationship with outside stakeholders is of primary interest in this work assignment involving national policy and regulatory development. The contractor shall identify in the work plan whether any apparent, potential, or actual conflicts of interest exist for any part of the work assignment. If conflicts exist, the contractor shall list those conflicts and state how it proposes to neutralize or mitigate the conflicts. If no conflicts exist, the contractor shall state that no conflicts exist.

## **XIII. Green Meetings and Conferences**

Performance of this work assignment requires the contractor to perform meeting or conference support services. In performing those services and when setting up meetings and conferences, the contractor shall follow the goals of *EPA's Green Meetings / Conferences Initiative* found here: <http://www.epa.gov/oppt/greenmeetings/index.htm>.

## **XIV. Communications Products**

Performance under this work assignment requires the contractor to develop deliverables that are considered by EPA to be "Communications Products". The contractor shall develop Communications Products in accordance with *EPA's Policy and Implementation Guide for Communications Product Development and Approval* found here: <http://www.epa.gov/productreview/guide/index.html>.

Additionally, if Communications Products require the use of EPA graphics, logos, or other identifiable materials, the Communications Products are further subject to the standards in *EPA's Visual and Product Standards Graphics Manual* found here: <http://wedcor.cor.epa.gov/pages/TIM/VisualIdentity-6-19-07.pdf>.

## **XV. Survey Management**

Performance under this work assignment requires the contractor to create statistical surveys, perform data collection, use questionnaires, or perform statistical analysis of survey data. The contractor shall prepare its work plan and perform these tasks in accordance with the *EPA Survey Management Handbook* found here: <http://www.epa.gov/oamcinc1/0710295/attach12.pdf>.

## **XVI. Additional Terms**

In all contacts with the public and Government officials, contractor personnel shall identify themselves as contractor employees working under contract to the EPA. Contractor identification/Visitor badges shall be prominently displayed at all times and shall be clearly visible in all public settings. The contractor shall submit all analyses, options, recommendations, reports and training materials required under this contract in draft for critical review by the contracting officer or the contracting officers representative. The Government will make all final regulatory, policy and interpretive decisions resulting from contractor-provided technical support under this contract and make the final decision on all contractor-provided recommendations. The contractor shall not publish or otherwise release, distribute or disclose any work product generated under this contract without obtaining EPA's express written advance approval.

# LIST OF ACRONYMS

(API)	American Petroleum Institute
(ASTM)	American Society for Testing and Materials
(CAA)	Clean Air Act
(CERCLA or Superfund)	Comprehensive Environmental Response, Compensation, and Liability Act
(CSB)	Chemical Safety Board
(CSISSFRA)	Chemical Safety Information, Site Security and Fuels Regulatory Relief Act
(CWA)	Clean Water Act
(DHS)	Department of Homeland Security
(EOC)	Emergency Operations Center
(EPA)	Environmental Protection Agency
(EPCRA)	Emergency Preparedness and Community Right-to-Know Act
(FEMA)	Federal Emergency Management Agency
(FRP)	Facility Response Plan
(GPRA)	Government Performance and Results Act
(HSA)	Homeland Security Act
(HSPD)	Homeland Security Presidential Directives
(ICRs)	Information Collection Requests
(ISO)	International Organization for Standardization
(LEPC)	Local Emergency Planning Committees
(MAs)	Mission Assignments
(NACE)	National Association of Corrosion Engineers
(NCP)	National Contingency Plan
(NFPA)	National Fire Protection Association
(NICT)	National Incident Coordination Team
(NIMS)	National Incident Management System
(NRP)	National Response Plan
(NRT)	National Response Team
(NSEP)	National Security Emergency Preparedness program
(NTSB)	National Transportation Safety Board
(OECD)	Organization for Economic Cooperation and Development
(OEM)	Office of Emergency Management
(OPA)	Oil Pollution Act
(OSHA)	Occupational Safety and Health Administration
(PBA)	Performance Based Acquisition
(PDD)	Presidential Decision Directives
(PEI)	Petroleum Equipment Institute
(RMP)	Risk Management Program
(RRT)	Regional Response Team
(RSC)	Response Support Corp
(SARA)	Superfund Amendments and Reauthorization Act
(SERC)	States Emergency Planning Committees
(SPCC)	Spill Prevention, Control, and Countermeasure
(STI)	Steel Tank Institute
(UNEP)	United Nations Environmental Program

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP3-428

☐ Other ☐ Amendment Number:Contract Number  
EP-W-08-036

Contract Period 05/05/2008 To 05/04/2013

Title of Work Assignment/SF Site Name

OEM Oil Regulatory Support

Contractor  
SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

Specify Section and paragraph of Contract SOW

Purpose: ☐ Work Assignment ☐ Work Assignment Close-Out  
☐ Work Assignment Amendment ☐ Incremental Funding  
☒ Work Plan Approval

Period of Performance

From 05/05/2012 To 05/04/2013

## Comments:

Approval of the contractor's work plan and cost estimate dated May 29, 2012 for \$90,388.01 and LOE of 1000 hours.

☐ Superfund

## Accounting and Appropriations Data

☒ Non-Superfund

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

SFO  
(Max 2)

22

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period: 05/05/2008 To 05/04/2013 Cost/Fee: \$0.00 LOE:

This Action: \$90,388.01

Total: \$90,388.01

## Work Plan / Cost Estimate Approvals

Contractor WP Dated: 05/29/2012 Cost/Fee: \$90,388.01 LOE: 1,000

Cumulative Approved: Cost/Fee: \$90,388.01 LOE: 1,000

Work Assignment Manager Name Patricia Gioffre

Branch/Mail Code:

Phone Number 202-564-1972

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Lynette Gallion

Branch/Mail Code:

Phone Number: 202-564-4463

FAX Number:

(Signature)

(Date)



<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460		Work Assignment Number OP3-428 <input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
<b>Work Assignment</b>										
Contract Number EP-W-08-036		Contract Period    05/05/2008    To    05/04/2013 Base                      Option Period Number                      3								
Contractor SYSTEMS RESEARCH AND APPLICATIONS CORPORATION		Title of Work Assignment/SF Site Name OEM Oil Regulatory Support								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From    05/05/2012    To    05/04/2013								
Comments: This is a Work Assignment Initiation for Option Period 3 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.										
<input type="checkbox"/> Superfund		Accounting and Appropriations Data								
		<input checked="" type="checkbox"/> Non-Superfund								
SFO (Max 2) <span style="border: 1px solid black; padding: 2px;">22</span>		Note: To report additional accounting and appropriations data use EPA Form 1900-69A.								
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:		0		
05/05/2008    To    05/04/2013										
This Action:								1,000		
Total:								1,000		
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee:				LOE:				
Cumulative Approved:		Cost/Fee:				LOE:				
Work Assignment Manager Name    Patricia Gioffre						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number    202-564-1972				
						FAX Number:				
Project Officer Name    Portia Perry						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number:    202-564-2285				
						FAX Number:				
Other Agency Official Name    Manuela Meyer						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number:    202-564-1628				
						FAX Number:    202-565-2557				
Contracting Official Name    Lynette Gallion						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number:    202-564-4463				
						FAX Number:				

**WORK ASSIGNMENT (WA) #:** OP3 - 428

**TITLE:** OEM Oil Regulatory Activities Support

**CONTRACTOR:** SRA International

**CONTRACT NUMBER:** EP-W-08-036

**WA MANAGER:**

Patricia Gioffre

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Phone: (202) 564-1972

Fax: (202) 564-2625

**ALT. WORK ASSIGNMENT MANAGER:**

Vanessa Principe

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**PERIOD OF PERFORMANCE:** CO Approval through 05/04/13

**LEVEL OF EFFORT**

The estimated level of effort (LOE) for this work assignment is 1000 hrs. The contractor shall not exceed the estimated LOE/\$ amount in the final approved work plan. Any increase must be initiated through a formal work assignment amendment.

**BACKGROUND**

The EPA Office of Emergency Management (OEM) is responsible for implementing the Spill Prevention, Control, and Countermeasure (SPCC) and Facility Response Plan (FRP) programs under the Clean Water Act as amended by the Oil Pollution Act. OEM's work includes amending current regulatory requirements, developing new regulatory proposals, as well as examining the benefits of oil pollution prevention and preparedness.

**SCOPE OF WORK**

This work assignment supports OEM's regulatory activities in the areas of oil pollution prevention and preparedness. This work assignment includes specific deliverable dates throughout the tasks.

**Task 1 – Regulatory Support**

OEM may task the contractor to conduct the following activities in support of regulatory activities:

- a. **Data Analysis**—The contractor shall collect information and provide data analysis in support of rulemaking actions. Analyses may require the collection of data and interviews with internal agency and/or external contacts, including other federal agencies, state and local personnel, industry groups, environmental groups, etc., as directed by the Work Assignment Manager (WAM) in a Technical Directive (TD). Any information

submitted to the contractor shall be copied and sent to OEM. The issues of focus for these analyses and/or data collections will be specifically provided by the WAM in a TD. The contractor shall provide revised work plan estimates for the specific task to the WAM no later than 5 days after receiving a TD.

- b. **ICRs**—The contractor shall assist in developing new and/or revising existing Information Collection Requests (ICRs) for their periodic updates. The extent and timing of the work under this task will depend on each ICR's cycle. The WAM will provide specific schedules to the contractor through a TD when the ICRs need to be developed or updated. The contractor shall also prepare ICRs for proposed and final rulemakings as directed by the WAM.
- c. **Technical Support Documents**—The contractor shall develop and/or amend technical background documents and other relevant materials that support the regulatory action or development. The WAM will provide the contractor with the scope, direction and schedule for technical documents through a TD.
- d. **Preamble Language**—Based on regulatory workgroup direction, the contractor shall assist in drafting preamble language as part of the regulatory review process. The regulatory development support schedule and requirements for any future SPCC or FRP proposed rule action will be provided to the contractor once the range and complexity of issues are identified. The WAM will provide the contractor with specific format and content directions through a TD. The contractor shall incorporate comments and decisions from the regulatory workgroup, other EPA offices, and other U.S. government agencies such as the Department of Transportation (DOT), the Bureau of Safety and Environmental Enforcement (BSEE), and the Office of Management and Budget (OMB) during the regulatory development process, as directed by the WAM.
- e. **Economic Analyses**—The contractor shall prepare and/or revise Economic Analyses (EA) as required under Executive Order 12866 (or other equivalent cost/benefit or economic and financial analysis document that describes the level of analysis for the regulatory action) and other relevant material required for rulemaking. This analysis may require the collection of data and interviews with internal Agency and/or external contacts, including other Federal agencies, State and local personnel, industry groups, environmental groups, etc., as directed in a TD. Most interviews shall be conducted locally or by telephone and followed up in writing with the time frame described in a TD. The economic analysis shall be prepared under the latest Federal requirements and Agency guidelines.
- f. **Small Business Impact Analysis**—The contractor shall evaluate the impacts on small business before the regulatory review process for any future rule as noted in the schedule for rulemaking. Evaluation shall be revised within one week of receipt of the WAM's comments. The contractor shall identify and analyze options to relieve significant

economic costs on these businesses in accordance with Agency policy, the Regulatory Flexibility Act, and the Small Business Regulatory Enforcement Fairness Act.

- g. Public Information/Comment Review**—The contractor shall assist in categorizing and summarizing information and/or comments received from the public in response to FR notices. The WAM will inform the contractor through a TD of the timeframe for completion of comment summaries, based on the number of comments received during public comment periods and the regulatory schedule. The contractor shall also assist in developing the responses to comments based on the direction from the regulatory workgroup and final policy decisions made by Agency officials. The contractor shall develop a summary and response to comment document as issues are resolved during the regulatory process.
- h. Briefing Materials/Miscellaneous Rule Documents**—The contractor shall develop documents as needed in support of rulemaking activities. These documents shall include, for example: briefing materials, data summaries and analyses, workgroup meeting notes, rule fact sheets, status reports, conference papers, issue and options papers, regulatory development schedules / tracking devices, and special analyses and presentations as identified in a TD.
- i. Communications Strategy**—The contractor shall provide support in the development of communications strategies to inform regulated entities of the provisions and requirements of the rulemaking. The contractor shall develop the communications strategy documents according to direction provided by the EPA guidelines for the development of regulatory communications packages. As part of the communications activities, the contractor shall prepare supporting documents, such as fact sheets, communication strategies, articles or newsletters for industry publications and web messages to be posted in EPA and other industry sites, as specified in a TD.

## **Task 2 - Meeting Support**

The contractor shall attend (either in person or on a conference line-as directed) and submit detailed summaries of regulatory workgroup and other technical meetings to the WAM. The contractor shall assist in distributing relevant materials to the workgroups in preparation for the meetings, and in collecting any information/data from workgroup members for the same purpose. There may be numerous meetings during the work assignment period. This is an ongoing task.

## **DELIVERABLES**

At the direction of the WAM, deliverables will be hard copy and/or in Microsoft Word format, a spreadsheet, a database, and/or CD-ROM, as needed. The contractor shall provide two copies of all draft and final deliverables as well as associated electronic files compatible with Agency equipment, in Arial font unless otherwise directed by the WAM.

The dates for the following deliverables will be based on the following schedule:

<b>DELIVERABLE</b>	<b>TIME FOR DELIVERY</b>
Task 1a	One week prior to regulatory workgroup meeting or as directed by the WAM in a TD. Data shall be revised within three days of receipt of the WAM's comments, but not later than one week before the scheduled meeting. Updated estimates due to WAM within 3 weeks of receiving a TD. Revisions shall be completed within one week of receiving comments from the WAM.
Task 1b	Within two weeks of receiving a TD. Any revisions shall be completed within one week of receiving comments from the WAM.
Task 1c	As specified in the TD.
Task 1d	The contractor is expected to use the most current templates for preamble drafting. One week prior to regulatory workgroup meeting or as directed by the WAM in a TD. Revisions to these documents shall be made within five days of receipt of the WAM's comments. Revisions from the concurrence process shall be made two weeks prior to OSWER signoff. Revisions to these documents shall be made within five days of receipt of the WAM's comments. Any revisions based on the signoff process shall be submitted one month prior to when Administrator approval is expected.
Task 1e	The contractor shall submit economic analysis documents to the WAM three weeks prior to the regulatory review process (scheduling of the regulatory review process is based on resolution of all regulatory issues and the contractor will be informed of this date). The contractor shall make revisions from the concurrence process two weeks prior to OSWER signoff. Revisions based on the signoff process shall be submitted one month prior to when Administrator approval is expected, contingent upon the receipt of the information from the WAM to the contractor.
Task 1f	One month before the regulatory review process.

Task 1g	<p>Within two weeks after receipt of the approved Work Assignment. Issue analysis will be revised within one week of receipt of the WAM's comments and will be completed within three weeks of when decisions are reached at a workgroup meeting. Discussion points will be revised within one week of the receipt of the WAM's comments.</p> <p>The contractor shall submit responses no later than three weeks prior to the regulatory review process for the rule. Response to comment document shall be revised within one week of receipt of comments from the WAM.</p> <p>Revision from the concurrence process shall be made three weeks prior to OSWER signoff. Revision based on the WAM's comments will be made within one week of receipt. Revisions based on the signoff process shall be submitted one month prior to then Administrator approval is expected, contingent upon the receipt of the information from the WAM to the contractor.</p>
Task 1h	As specified in the TD.
Task 1i	The contractor shall provide the communications strategy to the WAM one month prior to the schedule OSWER signoff of the regulatory package. Revisions to the communications strategy shall be made within one week of receipt of the WAM's comments.
Task 2	The contractor shall submit technical summaries no later than two weeks after the meeting. The summaries shall be delivered within three days after the WAM has returned the document with comments. Deliverables required prior to the meeting shall be completed in no less than five working days after receipt of the TD and two days prior to the scheduled meeting or as directed in the TD.

## TECHNICAL DIRECTION

In accordance with EPAAR 1552.237-71 –Technical Direction, the WAM will provide Technical Direction during performance of this Work Assignment. Technical direction includes:

- (1) Instruction to the contractor that approves approaches, solutions, designs, or refinements; fills in details; completes the general description of the work; shifts emphasis among work areas or tasks; and
- (2) Evaluation and acceptance of reports or other deliverables.
  - Technical Direction must be within the scope of the contract-level SOW. The WAM does not have the authority to issue Technical Direction which:
    - (1) Requires additional work outside the scope of the contract or Work Assignment;
    - (2) Constitutes a change as defined in the "Changes" clause;
    - (3) Causes an increase or decrease in the estimated cost of the contract or Work Assignment;
    - (4) Alters the period of performance of the contract or Work Assignment; or

- (5) Changes any of the other express terms or conditions of the contract or Work Assignment.

Technical Direction will be issued in writing by the WAM, or confirmed by the WAM in writing within five (5) calendar days after oral issuance.

## **TRAVEL**

Performance under this work assignment may require travel. The contractor shall conduct local and Continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found here: [www.gsa.gov/fttr](http://www.gsa.gov/fttr). The contractor shall conduct Outside the Continental United States (OCONUS) travel in accordance with DoD's Joint Travel Regulations found here: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The contractor shall adhere to the requirements of the Federal Acquisitions Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this work assignment.

The contractor shall be required to travel under this work assignment. Meetings are anticipated in the Washington, DC area and it is anticipated that one or more persons may need to attend meetings in the EPA office as requested by the WAM. Any non-local travel directly chargeable to this work assignment must be submitted to and approved by the project officer. OEM expects the contractor to make approximately 6 local trips.

## **ANALYSIS AND CONSULTATION**

Performance under this work assignment requires the contractor to create statistical surveys, perform data collection, use questionnaires, or perform statistical analysis of survey data. The contractor shall prepare its work plan and perform these tasks in accordance with the *EPA Survey Management Handbook*.

## **GREEN MEETINGS AND CONFERENCES**

Performance of this work assignment requires the contractor to perform meeting or conference support services. In performing those services and when setting up meetings and conferences, the contractor shall follow the goals of EPA's Green Meetings / Conferences Initiative.

## **COMMUNICATIONS PRODUCTS**

Performance under this work assignment requires the contractor to develop deliverables that are considered by EPA to be "Communications Products." The contractor shall develop Communications Products in accordance with EPA's Policy and Implementation Guide for Communications Product Development and Approval found here: <http://www.epa.gov/productreview/guide/index.html>.

Additionally, if Communications Products require the use of EPA graphics, logos, or other identifiable materials, the Communications Products are further subject to the standards in EPA's Visual and Product Standards Graphics Manual found here:

<http://wedWAM.WAM.epa.gov/pages/TIM/VisualIdentity-6-19-07.pdf>.

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP3-433

☐ Other ☒ Amendment Number:

000001

Contract Number  
EP-W-08-036

Contract Period 05/05/2008 To 05/04/2013

Title of Work Assignment/SF Site Name

Base Option Period Number 3

EOC Incident Specific Support

Contractor  
SRA INTERNATIONAL, INC.

Specify Section and paragraph of Contract SOW

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☒

Work Plan Approval

Period of Performance

From 05/05/2012 To 05/04/2013

Comments:

Approval of the contractor's work plan and cost estimate dated November 9, 2012 for \$73,059.79 and LOE of 850 hours.

☐

Superfund

## Accounting and Appropriations Data

☒

Non-Superfund

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

SFO  
(Max 2)

22

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee: \$0.00

LOE:

05/05/2008 To 05/04/2013

This Action:

\$73,059.79

Total:

\$73,059.79

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

11/09/2012

Cost/Fee: \$73,059.79

LOE: 850

Cumulative Approved:

Cost/Fee: \$73,059.79

LOE: 850

Work Assignment Manager Name Eugene Lee

Branch/Mail Code:

Phone Number 202-564-7988

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Carolyn Mosinski

Branch/Mail Code:

Phone Number: 202-564-0962

FAX Number:

(Signature)

(Date)



<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number OP3-433			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-W-08-036			Contract Period 05/05/2008 To 05/04/2013 Base                      Option Period Number    3			Title of Work Assignment/SF Site Name EOC Incident Specific Support			
Contractor SRA INTERNATIONAL, INC.				Specify Section and paragraph of Contract SOW					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From 05/05/2012 To 05/04/2013			
Comments: This is a Work Assignment Initiation for Option Period 3 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.									
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund           <div style="flex-grow: 1; text-align: center;">Accounting and Appropriations Data</div> <input checked="" type="checkbox"/> Non-Superfund         </div>									
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.									
SFO (Max 2) <span style="border: 1px solid black; padding: 2px 10px;">22</span>									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)  (Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:				LOE: 0			
05/05/2008 To 05/04/2013									
This Action:						850			
Total:						850			
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:				Cost/Fee:		LOE:			
Cumulative Approved:				Cost/Fee:		LOE:			
Work Assignment Manager Name Eugene Lee						Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">(Signature)</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">(Date)</div> </div>						Phone Number 202-564-7988			
						FAX Number:			
Project Officer Name Portia Perry						Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">(Signature)</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">(Date)</div> </div>						Phone Number: 202-564-2285			
						FAX Number:			
Other Agency Official Name Manuela Meyer						Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">(Signature)</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">(Date)</div> </div>						Phone Number: 202-564-1628			
						FAX Number: 202-565-2557			
Contracting Official Name Carolyn Mosinski						Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;"> <i>Carolyn Mosinski</i>            (Signature)         </div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">           11/5/2012            (Date)         </div> </div>						Phone Number: 202-564-0962			
						FAX Number:			

WORK ASSIGNMENT STATEMENT OF WORK

WORK ASSIGNMENT NUMBER: OP3-433

WORK ASSIGNMENT TITLE: EOC Incident Specific Level 1 Support

AMENDMENT NUMBER: -0-

CONTRACTOR: SRA International

CONTRACT NUMBER: EP-W-08-036. Option Period III

WORK ASSIGNMENT MANAGER/ ALT WAM:

Eugene Lee, OEM/POCD, Primary WAM  
Mail Code: 5104A  
Phone: 202-564-7988  
Fax: 202-564-8729

Portia Perry, OEM/BOC, Alternate WAM  
Mail Code: 5104A  
Phone: 202-564-2285  
Fax: 202-564-8233

PROJECT OFFICER:

Portia Perry, OEM/BOC  
Mail Code: 5104A  
Phone: 202-564-2285  
Fax: 202-564-8233

PERIOD OF PERFORMANCE: CO Approval to May 4, 2013.

LEVEL OF EFFORT

The estimated level of effort (LOE) for this work assignment is 850 hrs. The contractor shall not exceed the estimated LOE/\$ amount in the final approved work plan. Any increase must be initiated through a formal work assignment amendment.

BACKGROUND:

The Office of Emergency Management is responsible for providing policy, programmatic support and technical assistance to its stakeholders, including Regional EPA preparedness, planning and response programs operating under the authorities of the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) as amended by the Superfund Amendment and Reauthorization Act (SARA), the Clean Water Act (CWA), the Oil

Pollution Act (OPA) of 1990, the Stafford Act, Clean Air Act 112r and various Homeland Security presidential initiatives.

OEM serves as the lead office for coordination of headquarters emergency operations associated with EPA HQ Emergency Operations Center (EOC) activations involving oil, hazardous materials, and other environmental problems; catastrophic disasters involving and/or affecting hazardous material, oil releases and EPA facilities and sites. The Headquarters EOC in the Ariel Rios building serves as the focal point for national coordination efforts during a major incident.

#### SCOPE:

The purpose of this work assignment is to provide technical assistance to support OEM program personnel in Headquarters during an EOC activation. Technical assistance shall include support for the EOC during a Level 1 activation for a large-scale disasters or emergencies. The Contractor shall support activities as described under the EPA Incident Management Plan and HQ Incident Command System.

#### TASKS:

##### **TASK 1: DEVELOP WORK PLAN**

Within 21 calendar days after receipt of this work assignment, the contractor shall submit its proposed work plan. The work plan shall include a description of the contractor's technical approach for accomplishing this work assignment, identification of all potential data sources and methods for analysis, and a detailed technical and staffing plan. The work plan shall also include a schedule of deliverables.

##### **TASK 2: SUPPORT FOR EPA HQ EOC LEVEL 1 ACTIVATION**

#### Task Description

During selected activations of the EPA HQ EOC (EOC) for incidents, the Contractor shall provide technical support for activities associated with the activation and perform work delineated in the following Sub-tasks. Notification of an activation for which contractor assistance is required shall be via TDF issued by the Work Assignment Manager identifying the location(s), e.g., EOC, and positions for which the work is to be performed (including if other than or in addition to the EOC), hours of operation, specific activities to be performed, and the deliverables schedule associated with the particular activation. General support shall include answering phones, forwarding and taking messages and maintaining spreadsheets, rosters and file management (i.e., documentation and resources unit support). For purposes of estimating contractor support levels, the contractor shall assume one Level 1 activation (i.e., a sustained response to a major incident with 12 hour operations, 6 days per week) at the EOC lasting six weeks with a need for support from two contractor personnel in the areas described in the below sub-tasks. Due to the nature of emergency response activities, there is no way of predicting in advance the exact extent of contractor support needs.

Contractors supporting this task shall have demonstrated experience supporting emergency operations centers.

**Sub-Task 2.1: EOC Incident Command System Support during an Activation**

The Contractor shall support the HQ EOC during an activation. The specific support required for an incident is activation dependent and may include, but is not limited to the following:

- Documentation Unit Support (e.g., maintain incident folders, EOC sign-in sheets, meeting minutes and summaries)
- Resource Unit Support (e.g., staffing schedules and daily rosters)
- General Planning Section Support as assigned (e.g., situation unit duties)

Specific needs shall be provided in a TDF issued for the activation.

**Sub-Task 2.2: Other Support**

The Contractor shall provide, on an incident-by-incident basis, other support and assistance as may be required to meet the needs of the specific emergency activation. While EPA is able to specify a number of areas of support that may be needed during an activation, the Agency recognizes that each incident is unique and that there may be specialized support needs that are not easily identifiable prior to an activation. If this support is needed, additional direction, including applicable deliverable schedules will be provided with the activation message.

**TASK 1: Work Plan and Work Assignment Management**

<b>Deliverable Task</b>	<b>Deliverable Title</b>	<b>Due Date</b>
1.0	Work Plan	Within 21 days of WA receipt
1.0	Monthly Progress reports	Monthly
1.0	Routine Communications	Ongoing

**TASK 2: Support for EPA HQ EOC Level 1 Activation**

<b>Deliverable Task</b>	<b>Deliverable Title</b>	<b>Due Date</b>
2.1	EOC activation position-specific support	As scheduled via TDF
2.2	Other contractor support beyond traditional position-specific assignments (i.e., documentation unit, resources unit and planning support)	As scheduled via TDF

### Contractor Staff Qualifications

The Contractor staff assigned to the WA shall possess proficiency in the use and operations of the following office automatic hardware and software:

- Microsoft Windows
- Microsoft Office 2000
- Electronic Mail (Lotus 8.0 and 8.5)
- Lotus QuickPlace
- Internet Browsers
- WebEOC

### Work Assignment Manager

The Work Assignment Manager (WAM) for this work assignment amendment is Eugene Lee, OEM/POCD.

### TECHNICAL DIRECTION

In accordance with EPAAR 1552.237-71 – *Technical Direction*, the Work Assignment Manager (WAM) will provide Technical Direction during performance of this Work Assignment.

Technical Direction includes:

- (1) Instruction to the contractor that approves approaches, solutions, designs, or refinements; fills in details; completes the general description of work; shifts emphasis among work areas or tasks; and
- (2) Evaluation and acceptance of reports or other deliverables.

Technical Direction must be within the scope of the contract-level SOW. The WAM does not have authority to issue Technical Direction which:

- (1) Requires additional work outside the scope of the contract Work Assignment;
- (2) Constitutes a change as defined in the "Changes" clause;
- (3) Causes an increase or decrease in the estimated cost of the contract or Work Assignment;
- (4) Alters the period of performance of the contract or Work Assignment; or
- (5) Changes any of the other express terms or conditions of the contract or Work Assignment.

Technical Direction will be issued in writing by the WAM, or confirmed by the WAM in writing within five (5) calendar days after oral issuance.

### CONFLICT OF INTEREST

The contractor shall identify in the work plan whether any apparent, potential, or actual conflicts of interest exist for any part of this work assignment. If conflicts exist, the contractor shall list those conflicts and state how it proposes to neutralize or mitigate the conflicts. If not conflicts exist, the contractor shall state that no conflicts exist.

## TRAVEL

Performance under this work assignment requires travel. The contractor shall conduct local and Continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found here: [www.gsa.gov/ftt](http://www.gsa.gov/ftt). The contractor shall conduct Outside the Continental United States (OCONUS) travel in accordance with DoD's Joint Travel regulations found here: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The contractor shall adhere to the requirements of the Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this work assignment.

## GREEN MEETINGS AND CONFERENCES

Performance of this work assignment requires the contractor to perform meeting or conference support services. In performing those services and when setting up meetings and conferences, the contractor shall follow the goals of EPA's *Green Meetings/Conferences Initiative* found here: <http://www.epa.gov/oppt/greenmeetings/index.htm>.